

2013

MAYOR'S ESTIMATE



CITY OF CLEVELAND, OHIO

FRANK G. JACKSON
MAYOR



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COUNCIL PRESIDENT

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CITY OF CLEVELAND
Mayor Frank G. Jackson

FEBRUARY 1, 2013



City of Cleveland

Mission Statement

We are committed to improving the quality of life in the City of Cleveland by strengthening our neighborhoods, delivering superior services, embracing the diversity of our citizens, and making Cleveland a desirable, safe city in which to live, work, raise a family, shop, study, play, and grow old.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Cleveland
Ohio**

For the Fiscal Year Beginning

January 1, 2012

Christopher P. Morinell

President

Jeffrey R. Egan

Executive Director



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This document is designed to assist the reader in understanding the City's budgetary processes and resultant budgets. It is organized as follows:

Mayor Transmittal Letter: The Transmittal Letter submitted by The Mayor to the City Council to summarize the budget recommendations, compiled from detailed information obtained from the various departments and prepared by the Director of Finance, for conducting the affairs of the City for the following year.

The Introductory Section: A summary of the overall document structure, contents and purpose, the City's profile, background and demographics, and City Government structure.

Budget Policies: This section includes a summary of the provisions regulating the City's budget, tax levies, budget preparation processes, and appropriations as set forth in the Ohio Revised Code and the City Charter.

City Fund Structure: The City's budget is organized by fund. Each fund consists of major categories. The major funds are: The General Fund, Special Revenue Funds, Enterprise Funds, and the Agency Fund. Funds from Federal and State grants are not included in the City's Budget as they have their own funds and operate on a fiscal year determined by the grantor rather than the City's fiscal year. This section also contains historical summaries of all City annually appropriated revenue sources, historical expenditures by Department, and historical summaries and projected balances for all City funds.

Department Detail: Included for each Department and Division within the City are narratives defining each section. Also included for each Department / Division are detailed, 3 year historical budgetary line item expenses and revenue, as well as detailed staffing levels.

Glossary: Included in the document is a Glossary provided to aid with terminology that may be unique to the City.

FEBRUARY 1, 2013



To the Cleveland City Council and Citizens of Cleveland:

As my administration enters its eighth year, we have once again succeeded in closing potential budget gaps and presenting a balanced budget of \$538.4 million dollars. Over the past year, we have continued to strengthen Cleveland's fiscal position through increased efficiencies, streamlining of operations, improving accountability, refinancing debt, and increasing revenue.

Today, Cleveland is seeing some moderate growth in income, the source of which continues to be new construction and the opening of new developments in the City, including:

- ♦ The \$400 million Horseshoe Casino project;
- ♦ The \$162 million Uptown project in University Circle; and,
- ♦ The \$33 million Aquarium in the Flats.

This year, there will be ribbon cuttings for:

- ♦ The \$272 million Flats East Bank project;
- ♦ The \$465 million Medical Mart and Convention Center; and,
- ♦ The \$6 million renovation of League Park that will make Cleveland the only city in the nation to achieve adaptive reuse of an original major league ballpark.
- ♦ Important events such as the National Senior Games.

Through Sustainable Cleveland 2019, now in its fourth year, we are working to transform our economy into one that can be sustained, despite the volatile global economy and state economic policies. The City's economic development efforts continue to focus on key sectors that are growing, including health care and biotechnology, green technology and advanced manufacturing. Cleveland continues to thrive in attracting venture capital, and its 2012 healthcare investment dollars surpassed traditional Midwest leaders Chicago and Minneapolis.

Although there is much good news in economic development, the impact of these investments will be short-lived unless we address our educational system. Last year, I led a community-wide effort to transform Cleveland's



schools through legislative reform and by seeking increased funding through a new tax levy. This year, implementation of the transformation plan is underway.

Education reform, economic development and community benefits approach to economic development and growth will improve quality of life for everyone in Cleveland and strengthen the City for the future. But this work must be supported by high quality city services and a balanced budget.

This 2013 Mayor's Estimate includes:

- A continuation of the additional Safety and Public Works services required to support the influx of Casino visitors;
- A new unit of 25 police officers who will focus on violent crime and guns;
- A 27th pay period at a cost of \$13 million for the General Fund; and,
- An increase in Cleveland Browns Stadium debt service payments by an amount of \$9.8 million.

As we move forward throughout the year, we will continue to monitor our costs, seek out new efficiencies and work to build our rainy day fund. The restructuring of the Department of Public Utilities will continue to improve its administrative functions and customer service focus, an effort that has already brought about significant positive change in the Division of Water.

As 2013 unfolds, we are also preparing for a new round of collective bargaining discussions; and, we are carefully monitoring the fiscal policies of the state of Ohio and the federal government, both of which can have significant impact on the City's revenue.

Now, as required by Section 38 of the Charter of the City of Cleveland, I transmit the estimate of receipts and expenditures for all City departments and divisions for the year 2013, representing a general fund operating budget of \$538.4 million and a total citywide budget of \$1.3 billion.

Sincerely,

Frank G. Jackson, Mayor
City of Cleveland



The City of Cleveland's budget is one of the most important documents that the City prepares as it identifies the services to be provided and how they will be financed. The City's Budget document, therefore, is intended to serve as the following:

The Budget as a Policy Guide

The Mission of the City of Cleveland is "We are committed to improving the quality of life in the City of Cleveland by strengthening our neighborhoods, delivering superior services, embracing the diversity of our citizens, and making Cleveland a desirable, safe city in which to live, work, raise a family, shop, study, play and grow old." As a policy guide, the Budget serves to inform the citizens of Cleveland on policies, goals, and objectives in place during the coming year for the satisfaction of its mission statement as well as major programs to be financed.

Prudent fiscal management requires the use of budgets to efficiently allocate resources and manage ongoing operations. The written budget document itself outlines the financial needs of the City and itemizes the amount of money to be used for various projects in order to make better choices and decisions concerning policies and activities that can or can not be implemented. This also helps to establish accountability for the effective operation of programs and activities to be delivered.

The Budget as a Financial Plan

The City's financial forecasts use internal historical data, National and State economic indicators, and expense and revenue projections to estimate the future financial state of the City including decisions for controlling expenses and increasing revenue.

The following data sources are used by the Office of Budget and Management for the generation of the monthly Financial Outlook Reports in support of required internal decision making processes:

- **Workforce Trends** – Includes comparisons of National, State, and local unemployment rates and trends
- **WARN Notifications** - Required layoff announcements for the Cleveland area resulting from the Worker Adjustment & Retraining Notification Act (WARN) which is a federal law that requires employers with 100 or more full-time workers to provide advanced notification to workers when faced with a plant closing or mass layoff.
- **Housing Data** – This section provides average listing price for homes for sale in Cleveland, foreclosure filings, and the status of building permits in the area.
- **CPI** – 12 month Consumer Price Index trends for the area.

Fiscal Policies for the City of Cleveland, dictated by state law, City ordinances, and administrative policies, provide administrative guidelines for planning and directing the City's day-to-day financial affairs. A summary of the specific policies upon which the budget was developed are as follows:

- **Balanced Budgets** as required by law.
- **Modified Accrual Accounting Methodology** which records revenues when available and expenditures when services are received and treats encumbrances as expenditures at the time the funds are encumbered.
- **Internal Accounting Controls** which assure the safeguarding of assets against loss from unauthorized use.
- **Yearly Audits** of all financial records and actions of the City, its officials and employees in compliance with local, State, and Federal law.
- **Aggressive Cash Management and Investment** policies and programs to help achieve the maximum financial return of invested funds.

The Budget as an Operations Guide

As an operations guide, the Budget indicates how departments and funds are organized and informs the reader of all the activities, services and functions carried out by each department. Each Department Summary section lists its mission statement, a brief department description along with objectives and performance measures. Also included are detailed 3 year expense and revenue budgets as well as staffing levels.

The Budget as a Communication Device

As a communication device, the yearly budget provides summary information to aid constituents in interpreting the document. The Mayor's Estimate and final resultant budget book, focuses only on the annual operating budget for each division. Our goal is to make it an effective communication tool that clearly explains significant budgetary issues, priorities, goals and objectives, and financial strategies of the City. The yearly budget plan allows the Senior Administrative Team to establish a baseline of accountability.

To satisfy our goal, this budget document includes a Mayor's Transmittal Letter which summarizes all of the fiscal plans of the City for the upcoming fiscal year. Updated Charts and graphs have been added to help consolidate, summarize, and better explain the information as much as possible. There is also a detailed table of contents and a glossary of common terms to make it easy to locate and understand its contents.

Our structured monthly reports to senior management provides a roadmap that helps by communicating the City's current position on issues and resources, highlighting deadlines for content delivery, and understanding the next steps for goal achievement.

The City of Cleveland has annual operating budgets and multi-year budgets. The annual operating budget covers the calendar year and primarily relates to the normal daily operations of the City. This budget outlines specific expenditures (salaries, supplies, etc.) and programmatic totals. Under Ohio law, cities are required to maintain their accounts on a cash basis. Therefore, expenditure amounts presented in this document include not only actual expenditures, but also encumbrances and pre-encumbrances. Budgets that fall under this annually appropriated category are:

- Airports
- Cemeteries
- Central Collection Agency
- Convention Center
- East Side Market
- General Fund
- Golf Courses
- Information Systems Services
- Motor Vehicle Maintenance
- Printing & Reproduction
- Restricted Income Tax
- Sinking Fund
- Stadium Fund
- Storeroom
- Street Construction & Maintenance
- Telephone Exchange
- Utilities
- West Side Market

The multi-year budgets that span several years primarily consists of capital expenditures or grants. These budgets cover programs or projects which either require more than one year to complete or which bridge two calendar years.

Examples are:

- Capital Projects
- Categorical Grants
- Community Development Block Grant (CDBG)
- Workforce Investment Act (WIA)

STRATEGIC LOCATION

Situated in northeastern Ohio on the southern shore of Lake Erie, Cleveland's geographic location is one of its best assets. It is one of the few places where water, rail and highway meet. Ample truck, rail and air connections allow shippers to economically transport their goods between Cleveland and other destinations. It was founded near the mouth of the Cuyahoga River, and became a manufacturing center owing to its location at the head of numerous canals and railroad lines. The Ohio and Erie Canal coupled with rail links helped establish the city as a major American manufacturing center. Steel and many other manufactured goods emerged as its industries. The city lies within close reach of the concentration of the nation's consumers. Nearly half of all U.S. households, businesses and manufacturing plants are less than an eight-hour drive from Cleveland.

The City of Cleveland is the county seat of Cuyahoga County, the most populous county in the state. Cleveland has grown from an average of approximately 17,000 people in 1850 to an estimated 398,000 in 2010.

According to the United States Census Bureau, the city has a total area of 82.4 square miles consisting 77.6 square miles of land and 4.8 square miles of water. The shore of Lake Erie is 569 feet above sea level; however, the city lies on a series of irregular bluffs cut principally by the Cuyahoga River, Big Creek, and Euclid Creek.



HISTORY

In 1796 U.S. General Moses Cleaveland from the Connecticut Land Company surveys the Western Reserve. 3.3 million-acre piece of land on the shores of Lake Erie is called the "Western Reserve." The city was named after Moses Cleaveland, and incorporated as a city in 1836. The Ohio and Erie canals, railroad development and an abundance of natural resources (iron, oil), brought dramatic industrial growth to the new city; during the Civil war, Cleveland was an important supply center. Like many of America's older industrial American cities, Cleveland withstood declining prosperity and loss of population in the second half of the 20th century. Recent re-investment in the downtown area (new stadiums for its sports teams, the Rock & Roll Hall of Fame, shopping arcades) has revitalized the city. Though still a manufacturing town, Cleveland's economy is now more diversified, with research firms, law firms and the health care industry among its leading employers. The city is a hub for two major airlines.



DIVERSITY

Cleveland is a City proud of the cultural and ethnic diversity of its population and workforce and the rich cultural identity of its many neighborhoods. In the early days the thriving factories of Cleveland attracted an influx of immigrants from Ireland, Germany and Eastern Europe. After World War I, Cleveland saw a rise in its African-American population; in 1967, Cleveland became the first major US city to elect an African-American mayor. Cleveland is a colorful tapestry of people and cultures and offers 36 unique neighborhoods with more than 77 different cultural groups. Each is diverse and with a rich cultural heritage. According to the US Census estimates for 2010, the racial composition of Cleveland is 52% African American, 33% White American, and 9% Hispanic and Latino Americans.

EDUCATION



The Cleveland Municipal School District (CMSD) is comprised of 112 facilities throughout the city serving nearly 45,000 students. There are a broad range of programs incorporated into the curriculum which give students insight to various careers and post secondary options. There are a number of high schools that have partnered with area colleges and universities to deliver exposure to those students who have shown interest early in high endeavors.



Cleveland State University is located slightly east of downtown Cleveland and is known for being one of the most culturally diverse and affordable 4-year institutions in the area. Case Western Reserve University (CWRU) is recognized as being the largest research university in the State of Ohio, and fourteenth largest in the US. Some notable alumni for CWRU are former Cleveland Mayor Carl B. Stokes, former Miami Dolphins Head Coach Don Shula, and Congress Members Stephanie Tubbs-Jones and Dennis Kucinich.

SPORTS

Several professional sports teams call Cleveland home, and they have drawn incredibly loyal fans and impacted the revenue of the city heavily. Despite the weather conditions, many traditions have been formed across the board.

The Cleveland Browns football team was charted in 1946 as a part of the All-America Football Conference and later joined the National Football League in 1950. In 1995, the entire team formed a new franchise as the Baltimore Ravens. In 1999, the Cleveland Browns reorganized helping boost the revenues for the City once again.

The Cleveland Cavaliers basketball team has been a part of the National Basketball Association since 1970. The Cleveland Indians baseball team was established in 1901 in the Major League. The Lake Erie Monsters are the American Hockey League for the city. Also, the Cleveland Gladiators are the men's arena football team and Cleveland Fusion is the women's arena football team.



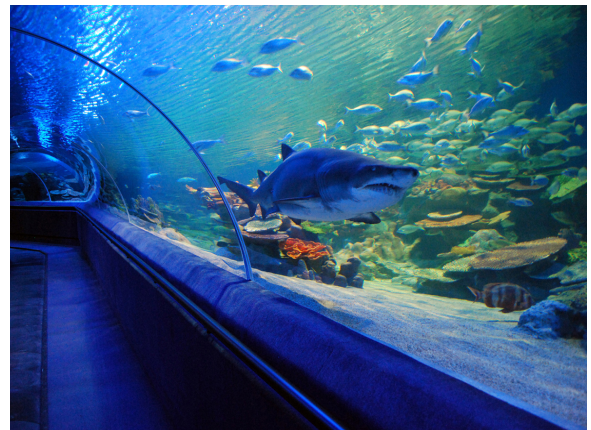
TOURISM

Cleveland has many attractions to appeal to all. The Rock & Roll Hall of Fame is a non profit organization that seeks to educate its visitors about the history and influence of Rock & Roll music. Since opening in 1995, the Rock & Roll Hall of Fame has driven more than \$1.7 billion in revenue averaging around \$107 million in revenue annually.

The Great Lakes Science Center is one of the nation's leading science and technology centers. The center houses many hands-on and traveling exhibits and is also known for its Omnimax Theatre. The center hosts many over night events for youth to help bring awareness to science and how it affects the world we live in. The Science Center is also home to Northeast Ohio's first wind turbine, the NASA Glenn Visitor Center, and the Science, Technology, Engineering, & Math High School known as STEM.

The newest attraction to the city is Greater Cleveland Aquarium, which opened in January 2012. The aquarium features tanks of all different sizes with aquatic creatures from the lakes of Ohio, Lake Erie, and other areas in the US.

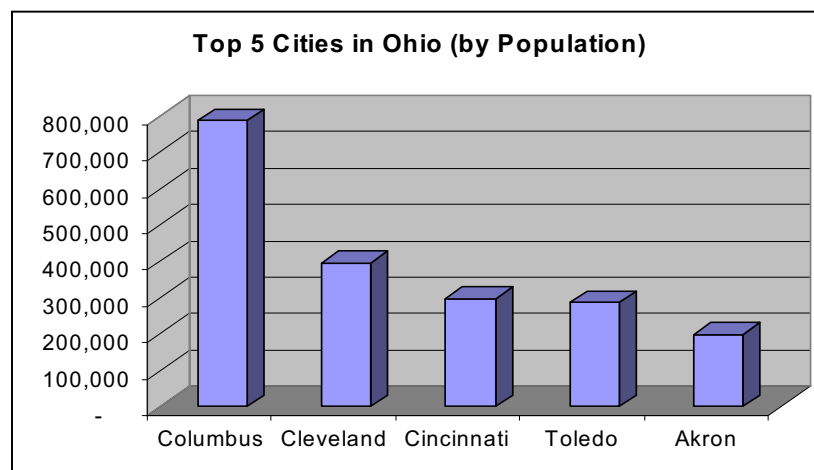
The City of Cleveland also features the Good Time III and Nautica Queen Dining Ship for a spectacular view of the city from the water. The Good Time III features many activities for as many as 1,000 passengers as it sails the Cuyahoga River and Lake Erie. The Nautica Queen sets sail from the West Bank Flats which is home to the new Greater Cleveland Aquarium, IMPROV Comedy Club, Windows on the River restaurant and many other places of leisure.



INTERNATIONAL

Cleveland, historically known as a hub for American manufacturing, has continued to build strong service-sector industries such as healthcare, banking/financial services, insurance, legal services, and tourism, among others.

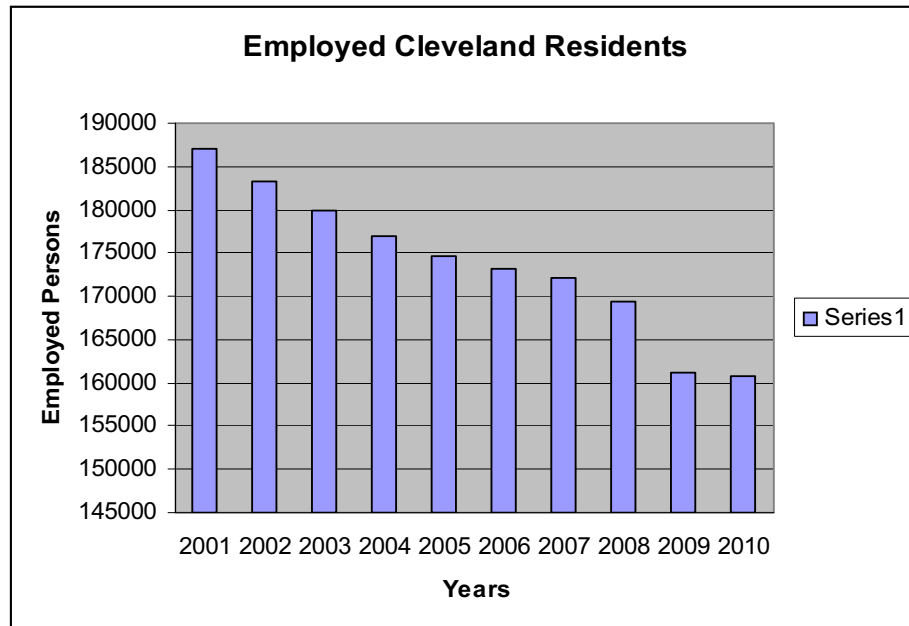
Cleveland, Ohio is home to 110 different ethnic groups, speaking over 60 different languages. The City of Cleveland maintains 21 strategic Sister City partnerships around the globe that focus on economic, cultural, and educational exchanges. In addition to the Sister City Program, the City of Cleveland and Mayor's Office has a close working relationship with Cleveland's Diplomatic Consular Corp, the Cleveland Council of World Affairs, and many other internationally focused organizations throughout Northeast Ohio.



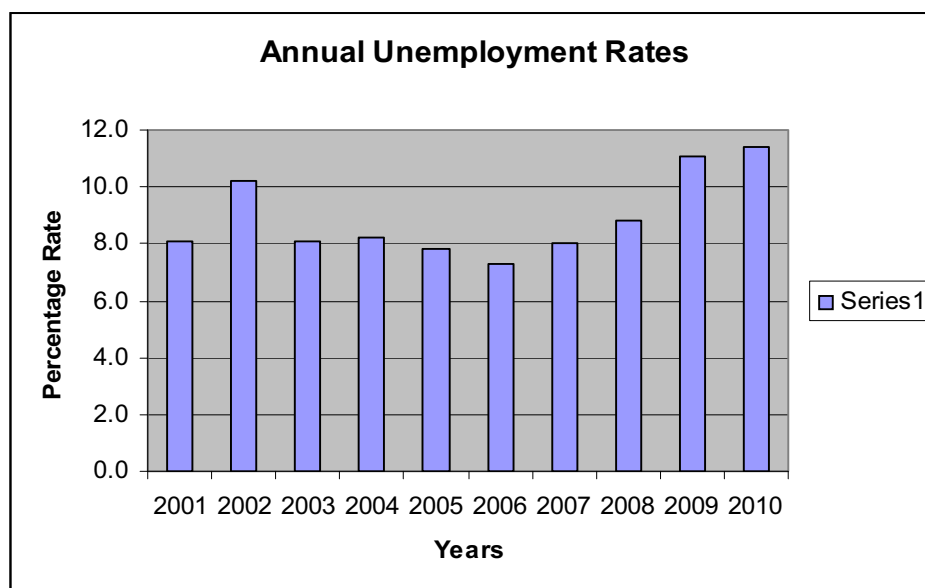
Source: <http://www.citypopulation.de/USA-Ohio.html>

EMPLOYMENT AND UNEMPLOYMENT

Among the most common occupations in Cleveland are Sales and office occupations, 22%. Service occupations, 20%. and Management, professional, and related occupations, 19%. Approximately 65 percent of workers in Cleveland, Ohio work for companies, 15 percent work for the government and 3 percent are self-employed.



The leading industries in Cleveland, Ohio are Educational services, and health care, and social assistance, 20%; Manufacturing, 11%; and Arts, entertainment, and recreation, and accommodation, and food services, 8%. According to government data, the average salary for jobs in Cleveland, Ohio is \$31,476, and the median income of households in Cleveland was \$24,105.





MAJOR EMPLOYERS

<u>Company</u>	<u>Number of Employees</u>
Cleveland Clinic Foundation	30,600
University Hospitals Health Systems Inc.	13,334
U.S. Office of Personnel Management	12,035
Cuyahoga County	7,709
City of Cleveland	7,061
Cleveland Municipal School District	6,246
KeyCorp	5,241
The MetroHealth System	5,238
Case Western Reserve	4,636
United States Postal Service	3,426

Source: Crain's 2013 Book of Lists

AIRPORT QUICK FACTS

Hours of Operation: 24 hours a day, 7 days a week

Layout:

• Runways	3
• Terminals	5
• Acres	2,000

Operations Per Year:

• Taxi/Commuter Commercial	120,858
• Commercial Airline Operations	58,514
• General Aviation	8,649
• Cargo Commercial Airline Operations	3,260
• Military Flights	265

Landings per day:

• General Aviation	180
• Commercial Departures	250
• Commercial Arrivals	250

Public Parking Spaces:

- Short-term 3,900
- Long-term 3,240

Services:

• General Aviation Based Aircraft	50
• Passenger Airlines	8
• All-Cargo Airlines	2

POLICE QUICK FACTS

• 911 Calls Per Year	294,358
• Investigated Cases	71,225
• Vehicles	650
• Motorcycles	47
• Neighborhood Watch Locations	45
• Canine Teams	7
• Stations	5
• Helicopters	2
• Public Safety Communications Center	1
• Police Headquarters	1

FIRE & EMS QUICK FACTS

• EMS Calls Per Year	94,307
• Medical Runs Per Year	80,267
• Emergency Responses	65,132
• Patients Transported to Hospitals	61,751
• Fire stations	22
• Engine Companies	22
• EMS Units	15
• Ladder companies	11
• Rescue Squads	3

PARKS & RECREATION QUICK FACTS

• Park Acreage	1,858
• Park Sites	167
• Ball Fields	132
• Basketball Courts	120
• Tennis Courts	111
• Playgrounds	109
• Shelters	44
• Swimming Pools	42
• Recreation Centers	20
• Public Golf Courses	1



PARKING QUICK FACTS

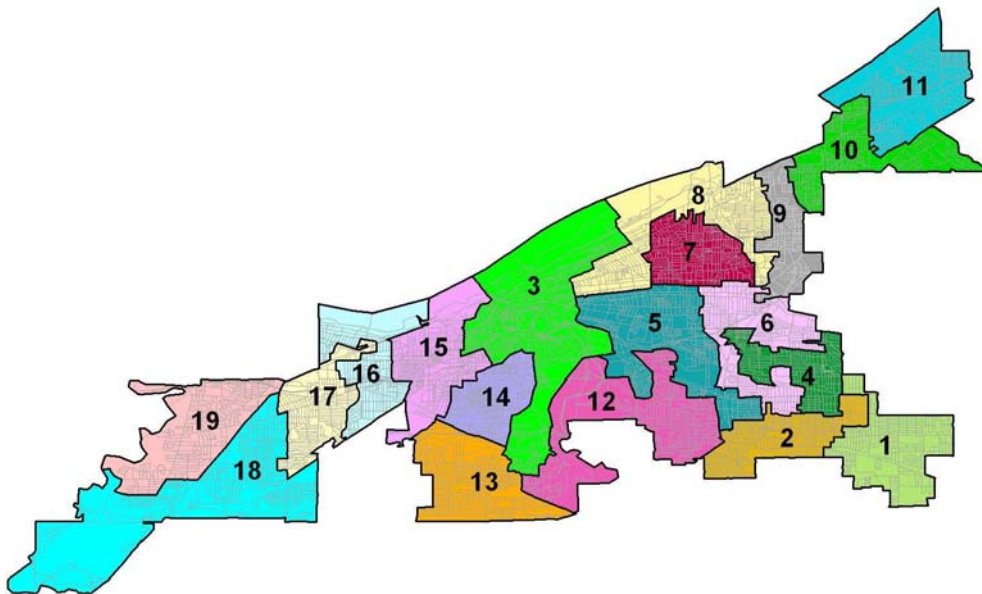
• Parking Meters	3,000
• Parking Lots	4
• Parking Garages	4

<u>LAND USE</u>	<u>ACRES</u>	<u>PERCENT</u>
• Vacant Land	2,755	5.5
• Single-and Two-family	14,456	29
• Townhouse	110	0.2
• Mixed-use: Live-Work	15	0
• Multi-family	1,832	3.7
• Office	357	0.7
• Retail	1,591	3.2
• Commercial Service	800	1.6
• Light Industry	3,171	6.4
• Heavy Industry	3,253	6.5
• Institutional	3,144	6.3
• Recreation/Open Space	3,495	7
• Transportation/Utilities	6,936	14
• Commercial Parking	181	0.4
• Local Streets	7,476	15
• Water	317	0.6

Roster of Elected Officials

CITY COUNCIL	WARD	TELEPHONE	E-MAIL
Frank G. Jackson	Mayor	664-3990	frankjackson@city.cleveland.oh.us
Terrell H. Pruitt	1	664-4944	tpruitt@clevelandcitycouncil.org
Zachary Reed	2	664-4945	council2@clevelandcitycouncil.org
Joe Cimperman	3	664-2691	council3@clevelandcitycouncil.org
Kenneth L. Johnson	4	664-4941	council4@clevelandcitycouncil.org
Phyllis Cleveland	5	664-2309	council5@clevelandcitycouncil.org
Mamie J. Mitchell	6	664-4234	council6@clevelandcitycouncil.org
TJ Dow	7	664-2908	council7@clevelandcitycouncil.org
Jeffrey Johnson	8	664-4231	council8@clevelandcitycouncil.org
Kevin Conwell	9	664-4252	council9@clevelandcitycouncil.org
Eugene R. Miller	10	664-4743	council10@clevelandcitycouncil.org
Michael D. Polensek	11	664-4236	council11@clevelandcitycouncil.org
Anthony Brancatelli	12	664-4233	council12@clevelandcitycouncil.org
Kevin J. Kelley	13	664-2943	council13@clevelandcitycouncil.org
Brian J. Cummins	14	664-4238	council14@clevelandcitycouncil.org
Matt Zone	15	664-4235	council15@clevelandcitycouncil.org
Jay Westbrook	16	664-4230	council16@clevelandcitycouncil.org
Dona Brady	17	664-3708	council17@clevelandcitycouncil.org
Martin J. Sweeney	18	664-2942	council18@clevelandcitycouncil.org
Martin J. Keane	19	664-4239	council19@clevelandcitycouncil.org

WARDS OF THE CITY





AUGUST

- Office of Budget & Management (OBM) conducts Budget training sessions with each department distributing factors for the upcoming Budget preparations.
- Departments submit preliminary revenue and expense budget requests estimates to OBM

OCTOBER

- Preliminary budget review hearings are conducted with each Department.

NOVEMBER

- The current year Transfer Ordinance is prepared to make funds available to Departments / Divisions exceeding their original, current year, budget due to programmatic or priority changes during the year. Funds are shifted from Divisions which will not expend their original budget to Divisions requiring additional, approved, programmatic expenditures.
- The current year Supplemental Appropriation Ordinance is prepared to make additional appropriations for approved expenditures, mainly to Non GF Departments, based on additional generation of revenue identified in the Amended Certificate of Resources.

DECEMBER

- The Temporary Appropriation Ordinance for the following year is prepared, per State Law, to provide Department / Divisions with sufficient level of appropriation to continue services through the first quarter of the calendar year until the final budget is passed by City Council by April 1.
- The City presents the Transfer Ordinance, Supplemental Appropriation Ordinance, and the Temporary Appropriation Ordinance to City Council and files the approved ordinances with the Cuyahoga County Budget Commission.

FEBRUARY

- The Mayor's Estimate, including preliminary expenses and revenues for conducting the affairs of the City for the following year, is prepared, and submitted per the Charter of the City of Cleveland, to City Council no later than Feb. 1.
- City Council conducts budget hearings on the budget recommended in the submitted Mayor's Estimate

MARCH

- The 2nd reading by Council of the amended, reconciled appropriation ordinance generated from the Mayor's Estimate can not occur per Ordinance until after the Budget Hearings are completed.
- The 3rd reading and passage by Council of the amended, reconciled appropriation ordinance generated from the Mayor's Estimate can not occur before 15 days after the 2nd reading.

APRIL

CITY BUDGET APPROVED

- Council must approve a balanced budget by April 1 at which time the City's Annual Appropriation Ordinance goes into effect.
- After approval of revisions to the Annual Appropriation Ordinance a final Budget Book is printed and posted online.

- ♦ The Draft Capital Improvement Plan is generated

MAY

- ♦ The City's 5 year Financial Plan is prepared as a planning tool to help project future needs and funding requirements.

JUNE

- ♦ The City's Tax Budget is prepared and submitted to the County to assure that the appropriate property tax levy is established and that the apportionment of local government funds is distributed.
- ♦ The Final Budget Book submitted to GFOA for the Distinguished Budget Book Award.

THROUGH THE YEAR AS REQUIRED**CERTIFICATE / AMENDED CERTIFICATE OF RESOURCES**

- ♦ The Certificate of Estimated Resources is revised as additional revenue sources are realized throughout the year and submitted to the County which issues a new certificate permitting the City to increase appropriations to the level of the additional revenue.

Detailed provisions regulating the City's budget, tax levies, and appropriations are set forth in the Ohio Revised Code and the City Charter.

MAYOR'S ESTIMATE

City Ordinance states that the fiscal year of the City shall begin on the first day of January. On or before the fifteenth day of November in each year the Mayor shall prepare an estimate of the expense of conducting the affairs of the City for the following year and shall submit such estimate to Council no later than February 1 of said following year.

The Mayor's Estimate, prepared by the Finance Department with detailed data from the various Departments, contains:

- An itemized estimate of the expense of conducting each department.
- Comparisons of such estimates with the corresponding items of expenditure for the last two complete fiscal years and with the expenditures of the current fiscal year plus an estimate of expenditures necessary to complete the current fiscal year.
- Reasons for proposed increases or decreases in such items of expenditure compared with the current fiscal year.
- A statement from the Director of Finance of the total probable income of the City from taxes for the period covered by the Mayor's estimate.
- An itemization of all anticipated revenue from sources other than the tax levy.
- The amounts required for interest on the City's debt, for sinking funds and for maturing serial bonds and the total amount of outstanding City debt with a schedule of maturities of bond issues.

Upon receipt of the Mayor's estimate Council prepares a Temporary appropriation ordinance for the current expenses of the City, chargeable to the appropriations of the year when passed, sufficient to cover the necessary expenses of the various departments, divisions and offices until the annual appropriation ordinance is in force April 1st.

TRANSFER OF APPROPRIATIONS

At the end of each Budget Year, a Transfer Ordinance is prepared by the Finance Department and recommended by the Mayor to Council for the transfer of unencumbered balances of an appropriation made for the use of one department, division or purpose to any other department, division or purpose. The annual appropriation ordinance, passed by City Council, establishes the legal spending limits of each division in the two categories of, "personnel expenses", and "other expenses". Adjustments to the budget can only be made within a division and then within each category. Further legislation is needed, in the form of Transfer Ordinances, in order to move budget authority from "personnel" to "other" or vice versa, or between divisions.

City Council must adopt a permanent appropriation measure for the fiscal year by April 1 and, the Cuyahoga County Auditor must certify that the City's appropriation measure does not exceed the amounts set forth in the County Budget Commission's Certificate of Estimated Resources. The City is required by State Law to adopt annual budgets for the General Fund, certain Debt Service and Special Revenue funds, Restricted Income Tax Fund, Rainy Day Reserve Fund, Reserve Fund, and the Schools Recreation and Cultural Activities Fund.

BASIS OF BUDGETING

The City maintains budgetary control on a non-GAAP basis within each division. This means that expenditures can not exceed appropriations for personnel costs (including benefits), and "other costs" within a division without the approval of City Council. Revenues are recorded when received in cash (Budget), as opposed to when susceptible to accrual (GAAP). Expenditures are recorded when paid in cash or encumbered (Budget), as opposed to when goods or services are received (GAAP), and encumbrances are recorded as expenditures (Budget) as opposed to reservation of fund balance (GAAP). Budgetary data are not presented for Proprietary Funds, nor does the City's budgetary process include annual budgeting for grant funds and capital project funds, which are appropriated on a project basis. Appropriations in these funds remain open and carry over to succeeding years (i.e., multi-year) until the related expenditures are made or until they are modified or canceled.

The annual cycle begins in January with the passage of the current year budget. On a monthly basis, the Office of Budget and Management prepares, and reviews with management, year end expenditure and revenue projections. The purpose of this scrutiny is to identify any deviations, either in revenues or expenditures, from the original estimates used in the preparation of the budget. These variances are continually analyzed to understand the causes and prepare a year end transfer ordinance or a supplemental ordinance as required during the last quarter of the year.

Estimated expenditures are pre-encumbered and subsequently encumbered prior to release of purchase orders to vendors. Any Pre-encumbrances or encumbrances that exceed appropriations are not approved until the Council authorizes additional appropriations or transfer of funds. Any unencumbered appropriations lapse at the end of each calendar year. City Charter requires that all contracts in excess of \$50,000 shall first be authorized and directed by ordinance of City Council.

COUNTY TAX BUDGET PREPARATION

During the June timeframe, preliminary financial analyses are performed in preparation for the next year's budget. Inflation factors are established and projections are developed to generate The City's Tax Budget, an estimate of revenues and expenditures for the next calendar year. By Ohio State Law, this document must be approved by the City Council and submitted to the County Budget Commission by July 20 of each year. From this Tax Budget, the County establishes tax levy amounts for the coming year.

In the preparation of the Tax Budget, various factors having an impact upon future revenue and expenditure levels, such as contracts, legal requirements, inflation and economic fluctuations, are studied and quantified. Required inflation factors are developed and used in the development of a Five Year Plan. The Tax Budget is also very useful to the City as it identifies problem areas and provides a preliminary glimpse of expenditures required to fund current service levels in the coming year, along with an estimate of required revenues. Based upon target funding levels established from the Tax Budget, OBM elicits departmental input into the Annually Appropriated budget process via a automated, web-based, budgeting tool called "Performance Budgeting". This new budget module provides Budget stage / phase management capabilities for budget formulation, forecasted salary and benefit projections, and workflow functionality in the budget request process. Each Budget Personnel in the City has access to this module for preparation and submission of budgets.

BUDGETING METHODOLOGIES

At the City of Cleveland, cost accounting (in general) is the approach for determining and evaluating required costs associated with running the City and projecting variances for different funds. Forecasting for both Expenses and Revenues is accomplished via the use of Regression and Trend analysis, and some Simulation. In the past, the basic Budgeting process / methodology used for Annually Appropriated (year over year) Budgets was Zero Based Budgeting. This means that each Department basically starts from scratch each year and must justify their Budget requests on a year-over-year basis.

Since the implementation of the Performance Budget Module the City now incorporates some Activity Based Budgeting processes in the Divisions of Water, Cleveland Public Power, and Internal Service Funds. This process allows Departments to actually budget at a "lower level" that then rolls up to the Department level (ie each Water Plant inside of the Department of Water could have their own budget).



City Wide Initiatives

The City of Cleveland developed the following budget Initiatives to help sustain its economic growth and stability. These initiatives are designed to influence investment in Arts and Culture programs, leverage transportation resources, protect City assets, support youth development and continue to promote the City of Cleveland as a desirable and viable location for growth opportunities:

ART IN EVERYTHING! A CLEVELAND INITIATIVE

Art in Everything! Is a Cleveland initiative that invites everyone to take a closer look at the richness of artistic and cultural diversity in Cleveland. The mission of this initiative is to promote the unique character of the City of Cleveland by providing opportunities to experience the artistic and cultural diversity that represents our city.

AUTOMATED WASTE COLLECTION PROGRAM

The new Automated Waste Collection and Curbside Recycling Pilot Program began in the City of Cleveland late 2009. The division of Waste Collection is testing the use of vehicles that pick up trash automatically by mechanical arms and semi-automatically by vehicles that will include a tipper on the back to lift and tip the containers into the truck. The City provides each resident participating in the Pilot Program with a 96 gallon cart for garbage and a 64 gallon cart for recyclable items. For the City, this translates to reduced costs, reduced employee injuries, increased productivity, cleaner curbs, and increased recycling participation.

CITYWIDE MUNICIPAL WIRELESS BROADBAND NETWORK INITIATIVE

The City is deploying a citywide municipal WiFi network to solve immediate, specific, operational needs in a more cost-efficient way. A wireless network will help the City deliver better services by providing a safety environment for our citizens by monitoring high crime areas; arming our social service professionals with information in the field; issuing permits and violations in real-time, and offering other City services to support mobile workers with immediate information to make quicker decisions.

CLEAN CLEVELAND

Clean Cleveland initiative is a systematic delivery system designed to deliver service more efficiently and improve quality of service to Cleveland neighborhoods, without spending more money. Departments and divisions coordinate across boundaries to provide services, including, but not limited to:

Health Inspections	Bulk Item And Litter Pick-up
Vacant Lot Grass Cutting	Abandoned Structure Board Up Or Demolition
Vacant Structure Clean-up	Catch Basin Cleaning
Chuckhole Patching	Waste Collection
Street Sweeping	Street Light And Traffic Signal Repair
Park Service Visits	Graffiti Removal
Roadside Debris Pick-up	Hydrant Painting
Utility Cuts	

CONNECTING CLEVELAND 2020 CITYWIDE PLAN

The Connecting Cleveland 2020 Citywide Plan is the comprehensive plan for the future of Cleveland and its neighborhoods. It seeks to create great neighborhoods by creating “connections” between people and places and opportunities. Creating connections means more than developing buildings. It means developing people and developing communities as well. It means linking the “physical” and the “social” in order to create a community that is truly viable and sustainable. The Connecting Cleveland 2020 Citywide Plan proposes not only to build houses but to build safe, vibrant neighborhoods. It is a plan that proposes not only to create shopping centers but to create mixed-use “town centers” that can become the focus of community life. And it is a plan that proposes not only to create jobs but to make job opportunities available to all Clevelanders.

CONNECTING CLEVELAND: THE WATERFRONT DISTRICT PLAN

On December 17, 2004, the Cleveland City Planning Commission unanimously adopted a comprehensive Waterfront District Plan for Cleveland’s shoreline. That Plan created an overall vision to shape the lakefront as the most vital element in the transformation of Cleveland as a place to live, work, and play and aims at enhancing Northeast Ohio’s overall regional competitiveness in the 21st century.

While the Plan embodies a 50 year vision that consists of projects both large and small, numerous projects are underway or have already been completed, including the following:

- North Coast Harbor Pedestrian Bridge secured by Federal funding to develop an iconic pedestrian bridge linking the finger pier from Dock 32 and the southwest corner of Voinovich Park fully connecting the existing waterside promenade around North Coast Harbor.
- Dike 14 is an 88-acre parcel of “made land” that protrudes into Lake Erie approximately four miles east of downtown Cleveland, off Gordon Lakefront State Park. It is a Confined Disposal Facility (CDF) created through the placement of materials dredged from the bottom of the Cuyahoga River.

FIVE YEAR CAPITAL IMPROVEMENT PLAN

The Five-year capital improvement plan was developed “to ensure that each City Department knows what other departments are doing: now and for the next five years” and to insure sustainable design and building practices on all projects. In developing the Five Year Capital Improvement Program, the City obligated to clearly explain the City’s funding limitations. Our challenge in the future years will be to find new funding sources, whether state, federal or private, to make up the difference between our identified needs and our annual general obligation bond resources.

MAKING CLEVELAND A CITY OF CHOICE: STRATEGY FOR DEVELOPMENT AND REVITALIZATION

Making Cleveland and its neighborhoods “communities of choice” is a principal goal of the administration of Mayor Frank Jackson. A community of choice is a place that residents and businesses and visitors choose because of the exceptional quality of life and amenities that it offers. The departments of Economic Development and Community Development are taking the lead role in implementing the recommendations for development and revitalization.

MAYOR FRANK G. JACKSON SCHOLARSHIP PROGRAM

Mayor Frank G. Jackson established the Student Scholarship Program to support the City of Cleveland employees and Cleveland Metropolitan School District students who are interested in pursuing a college education.

OPERATIONS EFFICIENCY TASK FORCE (OETF)

To ensure a better future, Cleveland is in the process of reshaping itself which means a change in the way we think and do business today. Economic conditions have made it impossible to operate under the existing model of government and maintain the current level of service to the City of Cleveland. In order to restore financial stability and increase the level of services provided to our citizens, businesses, and visitors, we have taken on the task of learning to do more with less by changing the way we do business. The purpose of the OETF, therefore, is to

- Achieve and maintain financial stability;
- Improve the efficiency and effectiveness of City services; and
- Create a work environment focused on providing excellent customer service.



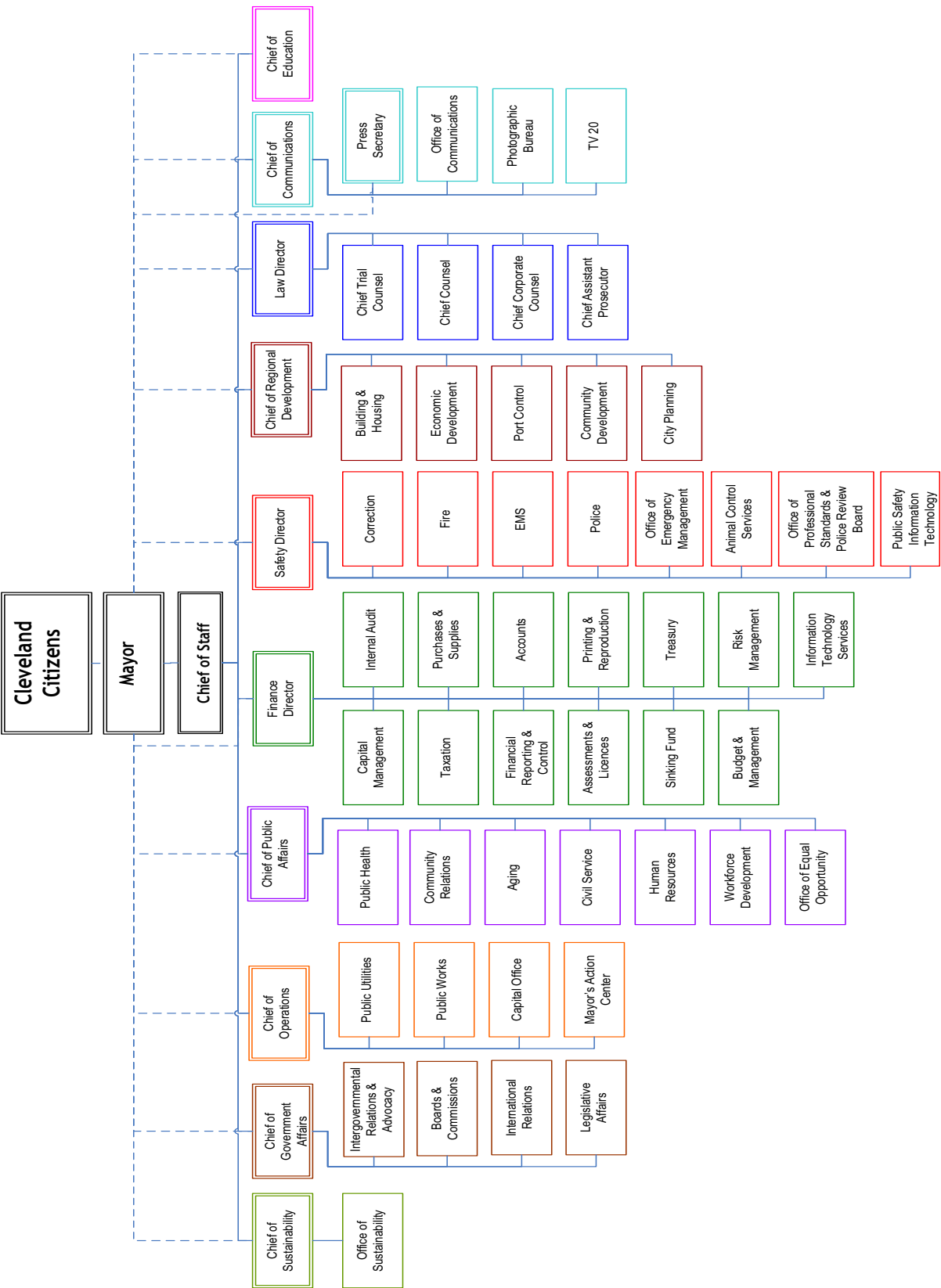
City Wide Initiatives

SUSTAINABLE CLEVELAND 2019

Cleveland will become a model of sustainability and will become a leader in the emerging green economy over the next nine years through the efforts of Sustainable Cleveland 2019. The work began in earnest in August 2009 when nearly 700 people from across greater Cleveland and across the nation gathered at Public Auditorium for a three-day summit focused on Building an Economic Engine to Empower a Green City on a Blue Lake. This effort is focused on supporting business growth, protecting the environment and creating opportunities for individuals to prosper.

THE FUTURE OF PUBLIC SAFETY

The mission of the Department of Public Safety is to effectively provide a wide range of services which protect the life and property of the community. The department meets its objectives by providing efficient and effective service, establishing public trust through the development of strong partnerships within the community, and by focusing on public safety and improving the quality of life in Cleveland neighborhoods.





Official Certificate of Estimated Resources

Fund	Unencumbered Balance, Jan. 1, 2012	General Property Tax	Local Government	Other Sources	Total
General Fund	\$50,559,078.14	\$32,446,564.56	\$25,923,371.22	\$430,956,492.88	\$539,885,506.80
Fire Pension	-	1,255,995.74	-	-	1,255,995.74
Police Pension	-	1,255,996.60	-	-	1,255,996.60
Total General Fund	50,559,078.14	34,958,556.90	25,923,371.22	430,956,492.88	542,397,499.14
Restricted Income Tax	2,467,522.97	-	-	36,343,750.00	38,811,272.97
Schools Rec & Cult Activities	-	-	-	1,175,000.00	1,175,000.00
Rainy Day Fund	13,576,388.90	-	-	-	18,601,388.90
Street Construction, Mtc & Rep	5,556.09	-	-	27,272,202.00	27,277,758.09
Cleveland Stadium	4,701,823.03	-	-	21,000,000.00	25,701,823.03
Debt Service	15,099,662.34	18,211,942.49	-	37,743,238.00	71,054,842.83
Utilities Administration	253,259.98	-	-	3,312,084.00	3,565,343.98
Utilities Radio Communications	701,618.76	-	-	2,784,746.00	3,486,364.76
Utilities Fiscal Control	403,193.74	-	-	3,660,903.00	4,064,096.74
Water	145,470,147.70	-	-	263,154,900.00	408,625,047.70
Water Pollution Control	10,319,665.90	-	-	22,561,000.00	32,880,665.90
Cleveland Public Power	24,156,612.76	-	-	183,420,000.00	207,576,612.76
Airport Operations	61,107,197.63	-	-	139,822,439.00	200,929,636.63
Cemetery	43,444.05	-	-	1,656,267.00	1,699,711.05
Golf	9,280.57	-	-	324,151.00	333,431.57
Parking Facilities	1,655,989.72	-	-	7,718,717.00	9,374,706.72
Convention Center	5,043.46	-	-	2,533,740.00	2,538,783.46
West Side Market	1,057,754.22	-	-	1,245,321.00	2,303,075.22
East Side Market	67,909.18	-	-	-	67,909.18
Sinking Fund General Oper	4,999.89	-	-	1,037,794.00	1,042,793.89
Telephone Exchange	153,504.71	-	-	6,427,802.00	6,581,306.71
Workers Compensation Reserve	-	-	-	-	-
Motor Vehicle Maintenance	2,053,357.63	-	-	17,584,363.00	19,637,720.63
Printing	169,335.12	-	-	2,164,627.00	2,333,962.12
Storeroom	17,420.25	-	-	575,513.00	592,933.25
Central Collection Agency	443,405.98	-	-	10,296,065.00	10,739,470.98
Total	\$334,503,172.72	\$53,170,499.39	\$25,923,371.22	\$1,229,796,114.88	\$1,643,393,158.21

Transfers

Amount:

General Fund To:

Rainy Day Fund	\$ 5,000,000.00
Stadium Fund	7,250,000.00
Debt Service Fund	8,336,526.00
IX Center Fund	200,000.00
Cemetery Fund	208,859.00
Schools Fund	1,000,000.00
Streets Fund	6,515,559.00
Sinking Fund	911,794.00
Golf Fund	273,422.00
Convention Center Fund	1,612,601.00
	<u>\$ 31,308,761.00</u>

CITY OF CLEVELAND FUND STRUCTURE

The fund structure makes it difficult to define the City's budget because, in fact each fund has its own budget. federal and State grants not only have their own funds, but operate on a fiscal year determined by the grantor agency rather than the City's fiscal year (which coincides with the calendar year). The chart below does not include grants for the above reason and eliminates inter-fund subsidies, Internal Service, and other miscellaneous funds in order to avoid "double counting". Capital Projects and Debt Service are not included in the operating budget.

Details to support the various operations are shown in the Program Section of this report

	Revenue	Expenditures	Excess/ (Deficiency) of Revenue Over Expenditures	Balance Beginning	Ending
GENERAL FUND					
General Fund	\$ 491,838,421	\$ 538,373,986	\$ (46,535,565)	\$ 50,559,078	\$ 4,023,513
SPECIAL REVENUE FUNDS					
Street Maint & Construction *	27,272,202	27,277,758	(5,556)	5,556	—
Cleveland Stadium*	21,000,000	7,437,000	13,563,000	4,701,823	18,264,823
	48,272,202	34,714,758	13,557,444	4,707,379	18,264,823
ENTERPRISES					
MAJOR					
Water	263,154,900	261,758,799	1,396,101	145,470,148	146,866,249
Water Pollution Control	22,561,000	22,561,000	—	10,319,666	10,319,666
Cleveland Public Power	183,420,000	183,420,000	—	24,156,613	24,156,613
Airport-General Operations	139,822,439	139,375,331	447,108	61,107,198	61,554,306
	608,958,339	607,115,130	1,843,209	241,053,624	242,896,833
SMALL					
Cemeteries*	1,656,267	1,699,711	(43,444)	43,444	—
Golf*	324,151	333,431	(9,280)	9,281	1
Parking Facilities	7,718,717	7,821,979	(103,262)	1,655,990	1,552,728
Convention Center*	2,533,740	2,538,783	(5,043)	5,043	—
West Side Market	1,245,321	1,134,549	110,772	1,057,754	1,168,526
East Side Market	—	40,000	(40,000)	67,909	27,909
	13,478,196	13,568,453	(90,257)	2,839,421	2,749,164
AGENCY FUND					
Central Collection Agency	10,296,065	10,296,065	—	443,406	443,406
Less: Interfund Subsidies	15,809,736	15,809,736	—	—	—
from GF					
NET CITY OF CLEVELAND OPERATING BUDGET FOR 2013	<u>\$ 1,157,033,487</u>	<u>\$ 1,188,258,656</u>	<u>\$ (31,225,169)</u>	<u>\$ 299,602,908</u>	<u>\$ 268,377,739</u>

Capital expenditures are those which cost more than \$5,000 or have a useful life of at least five (5) years. The overriding criteria governing the selection of projects for inclusion in the Citywide Development Program are:

- Preservation and revitalization of Cleveland's neighborhoods, particularly new housing development;
- Cost-effective provision of basic services;
- Economic development and job creation; and
- Maintenance and/or upgrade of existing facilities.

MAYOR'S OFFICE OF CAPITAL PROJECTS

This newly formed group consists of the Divisions of Engineering and Construction, Architecture, Research, Planning & Development, and Real Estate and is responsible for the planning, engineering and inspection of capital projects and investments. All Capital Improvement Projects (CIP) in the City now fall under this office. Benefits from these centralizing efforts are:

- Eliminates duplication of capital management services
- Utilizes concepts of portfolio management (investments made from clear principles)
- Stronger project management through focused use of staff resulting in faster project delivery; saving money and time

The adopted Vision of the Office is "To be the best in class in municipal capital project delivery and right of way management."

The mission of the Office of Capital Projects is to provide for the planning, designing, construction and preservation of the City of Cleveland's facilities and infrastructure through:

- Collaborative comprehensive planning
- Leadership in management
- Excellence in sustainable design and technical expertise
- Quality construction based on fair administration, integrity and professionalism.

OVERVIEW

The construction and maintenance of public infrastructure is one of the primary responsibilities of the City of Cleveland. Capital planning that builds and preserves sound transportation, neighborhood infrastructure, and technology systems along with citywide facilities and major equipment serves as the physical foundation for public services, as well as a key component of potential future community growth and economic development.

A comprehensive Five Year Capital Improvement Plan (CIP) was developed by the City in 2007 as a foundation from which to build and invest in the highest priority capital needs of the City. This plan is integrated with long-range planning through the Connecting Cleveland 2020 Citywide Plan described in another section.

THE CAPITAL PROGRAM

Projects are classified into ten (10) functional areas, which fall within three (3) major groupings. Basic Services are traditional activities undertaken by local government and are primarily paid for with local dollars and the federal Highway Trust Fund for road and bridge (Transportation) projects. Development projects receive limited local dollars and are funded primarily from grants from the U.S. Department of Housing and Urban Development such as the Community Development Block Grant and from program income generated by the repayment of loans from these grants. Major Enterprises are those City functions which operate more like businesses. Instead of depending upon tax receipts for their finances, they are self-supporting entities.

Projects scheduled for 2013 will be in some stage of planning, design or construction during the year and have local funds on hand, or will during the year. Many of the projects scheduled in prior years continue to be underway in 2013 due to the typically extensive capital project design and construction process. Projects for years 2013 through 2016, while somewhat more tentative in nature because they are in the planning design stage, do have proposed sources of funding identified in most instances. Capital Projects, their recommended funding

source(s) and the year in which they will begin the program are the result of a series of working sessions, involving the Capital Budget office, the Commissioner of the implementing Division, the Chief of Staff and appropriate staff actually working on current and planned capital projects.

In creating a Capital Improvement Program, the needs of the City must be balanced with the available dollars. The Finance Department has advised the Mayor's Office that the City's GO Bond capacity in year 2013-2029 will most likely be in the range of \$25 to \$30 million. In 2013 the City will issue General Obligation (GO) Bonds to finance the Tremont Valley Play field. Another project that will be funded is the design of a new recreation center in Ward 1.

Since 2009, each annual installment of our Plan has included selected priorities from two significant studies completed in 2008, a \$300 million Facilities Plan and a \$300 million Pavement Management Program that each contained unprecedented statements of City capital needs. Knowing that we lacked the capacity to incorporate all these recommended improvements within a five-year timeline, we met with the relevant departments and asked them to prioritize 20% of the total list of needs. These prioritized needs were placed in outer years of the Program (primarily in year 2016). As we move from year to year, we will gradually place additional projects from the Facilities Plan and the Pavement Management Program into the later years of the Five Year Program. Some of the major road projects scheduled for 2013 are Chester, East 22nd, Martin Luther King Jr. Drive and Lorain Avenue. These projects are rehabilitation of the City's streets, sidewalks and curbs. The City will fund a routine Street Resurfacing program that repairs and replaces damaged roadways.

FINANCING THE PROGRAM

The program is funded from local, state, federal and in some instances private sources. The appropriate funding source is assigned to each project based upon policy considerations, legal restriction and expected availability of funds.

LOCAL SOURCES

The most common means of financing municipal capital improvements is through general obligation (GO) bonds. Subordinated Income Tax are another source of financing capital projects. These are debt instruments which pledge the full faith and credit of the City as the primary source of repayment. GO bonds and SIT are generally used for capital projects associated with the provision of basic services. The Restricted Income Tax (RIT) was established by Cleveland voters as a special fund which constitutes one-ninth of the City's total income tax receipts. It is used for debt service on bonds issued to finance capital projects, and for direct capital expenditures on equipment and vehicles. After assuring sufficient funding to the Sinking Fund for meeting the City's annual debt obligations, the RIT is used for annually recurring capital expenditures and for capital projects which are precluded from funding by bonds because of IRS regulations, State law or local financial policy.

The Community Development Block Grant is a form of special revenue sharing from the federal government, which by statute must be directed toward housing and neighborhood development projects which principally benefit low and moderate income persons. The City's major enterprises generally fund capital improvements either through operating revenues or revenue bonds which, unlike GO bonds, are not repaid by tax receipts, but by user fees or fees for service from the enterprise itself. In the current budget year, the City plans to issue new general obligations bonds to support current year projects.

OTHER SOURCES

Certain special capital projects are funded by money from the State of Ohio. The Ohio Department of Transportation (ODOT) pays a share of the cost of numerous road and bridge projects either from State funds generated by highway user fees, such as gasoline taxes or license fees, or by acting as a "pass through" for federal funds from the Highway Trust Fund. Other significant projects receive partial funding from the State's biennial capital budget. The Ohio Public Works Commission also makes Issue 1 funds available for certain infrastructure improvements based on a priority ranking system.

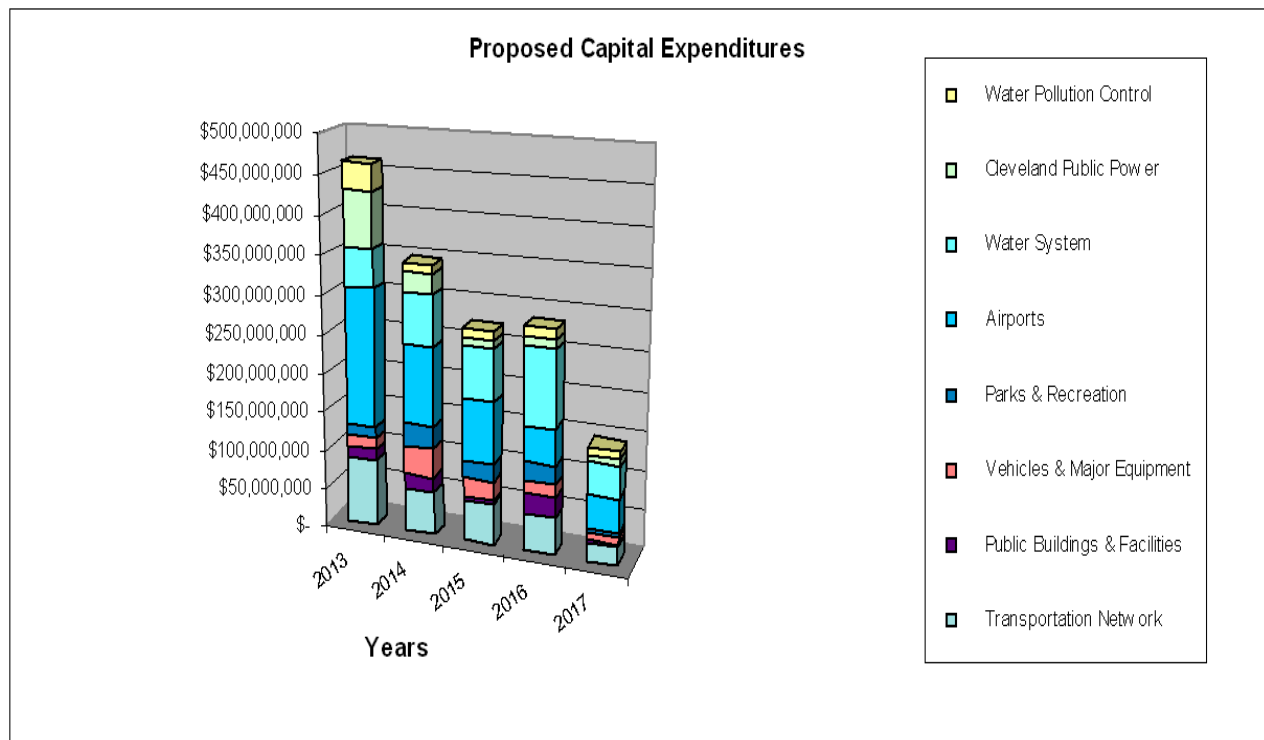
Cleveland relies heavily on federal capital funding programs to finance projects. The most significant of these are programs for roads and bridges which are a part of the federal Highway Trust Fund. The five year program also anticipates federal funding from the Federal Aviation Administration and other federal agencies.

SUMMARY OF 2013 - 2017 CITY-WIDE DEVELOPMENT PROGRAM BY PROJECT TYPE

PROPOSED CAPITAL EXPENDITURES

PROJECT TYPE	2013	2014	2015	2016	2017	5 YEAR TOTAL
BASIC SERVICES						
Transportation Network	\$ 85,508,401	\$ 55,887,817	\$ 51,789,577	\$ 47,069,417	\$ 23,058,417	\$ 263,313,629
Public Buildings & Facilities	14,431,674	18,979,500	5,507,500	26,335,593	2,965,000	68,219,267
Vehicles & Major Equipment	15,685,000	37,245,000	24,859,800	16,599,000	10,049,000	104,437,800
Parks & Recreation	13,200,000	29,335,643	20,375,000	24,075,000	6,340,000	93,325,643
Total Basic Services	\$ 128,825,075	\$ 141,447,960	\$ 102,531,877	\$ 114,079,010	\$ 42,412,417	\$ 529,296,339
MAJOR ENTERPRISES						
Airports	\$ 179,629,596	\$ 101,748,939	\$ 80,410,856	\$ 46,346,204	\$ 41,418,625	\$ 449,554,220
Water System	48,750,000	65,670,000	66,380,000	98,680,000	41,700,000	321,180,000
Cleveland Public Power	72,000,000	25,195,000	10,800,000	12,450,000	8,750,000	129,195,000
Water Pollution Control	33,290,000	11,600,000	11,400,000	11,550,000	10,550,000	78,390,000
Total Major Enterprises	\$ 333,669,596	\$ 204,213,939	\$ 168,990,856	\$ 169,026,204	\$ 102,418,625	\$ 978,319,220
TOTAL CITYWIDE CAPITAL PROGRAM	\$ 462,494,671	\$ 345,661,899	\$ 271,522,733	\$ 283,105,214	\$ 144,831,042	\$ 1,507,615,559

Note: 2014 - 2017 are estimated budgets

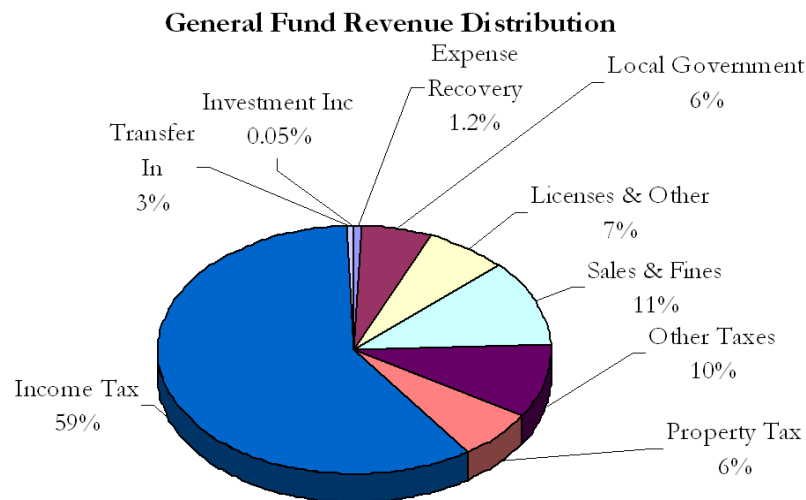


The City of Cleveland maintains numerous funds, each with its own specific purpose and revenue sources. The purposes are defined by law and all expenditures must be in accordance with the purpose designated for the specific fund. For operating details see Section II.

FUND	PURPOSE	REVENUE
General	Provides for general operating expenses of the city.	State and local taxes, service charges, licenses and permits, and fines.
Special Revenue Restricted Income Tax	Capital improvements and debt service payments.	One-ninth of city income tax collections.
Streets	Street maintenance and repair.	State gasoline and automobile license tax, permit fees and operating transfer from the General Fund.
Reserve Fund	Reserves for economic fluctuations for general operating expenses.	Excess of revenues over expenditures in General Fund.
Rainy Day	Reserve for economic downturns and one time obligations.	Excess of revenues over expenditures in General Fund.
Debt Service	Sinking Fund pays and records transactions involved in debt financing.	Property tax, Restricted Income Tax and interest earnings.
Enterprise Major	Provide water, sewer, electric services and airport facilities.	User fees.
Small	Convention Center & West Side Market, Cemeteries, Golf, Parking Facilities, East Side Market, Stadium.	User fees and some General Fund operating transfers.
Internal Service	Telephone Exchange, Information Systems Services, Motor Vehicle Maintenance, Printing, Storeroom.	User fees (charged to City Divisions).
Agency	Central Collection Agency for collection of income taxes.	User fees charged to city and suburbs for collection of income tax.

The General Fund supports most basic operations including Police and Fire protection, Emergency Medical Service, Waste Collection, Recreation, Health Centers, Park Maintenance, Building and Housing regulation and Municipal Courts. It also includes support services such as Personnel, Finance and Law. Funding for these activities is derived from a variety of revenue sources which include taxes, licenses and permits, fines and user fees. These are described in greater detail in the following section.

The 2013 General Fund budget is comprised of \$538.4 million in expenditures. The 2013 proposed revenues are estimated at \$491.8 million.



REVENUE

As the previous chart indicates, the City's Income Tax is the largest source of revenue for the General Fund. It is generated by a 2% tax on wages and earnings, not only of Cleveland residents but also of those working within the City, regardless of place of residence. Of total collections, eight-ninths (88.9%) flows to the General Fund while one-ninth (11.1%) is placed in a Restricted Income Tax Fund to be used for debt service payments and capital expenditures. Because the Income Tax makes up such a large proportion of the General Fund, the amount of financial resources available to provide City services is directly related to the health of the local economy.

The second largest General Fund revenue source is generated by County property tax collections. Cuyahoga County will fully reappraise all property values in (required every six years) 2018.

The Local Government Fund is State of Ohio revenue sharing program in which cities share in the collection of the State Income, Sales, Corporate Franchise and Public Utilities Excise Taxes. These funds are distributed in two ways nine-tenths (90%) to counties divided among all towns, villages and municipalities, and one-tenth directly to cities which collect an income tax.

Revenues from fines and forfeitures include collections from parking violations and court levied civil and criminal fines. This revenue is directly related to the number of parking and moving violations issued by the City and court fines and costs.

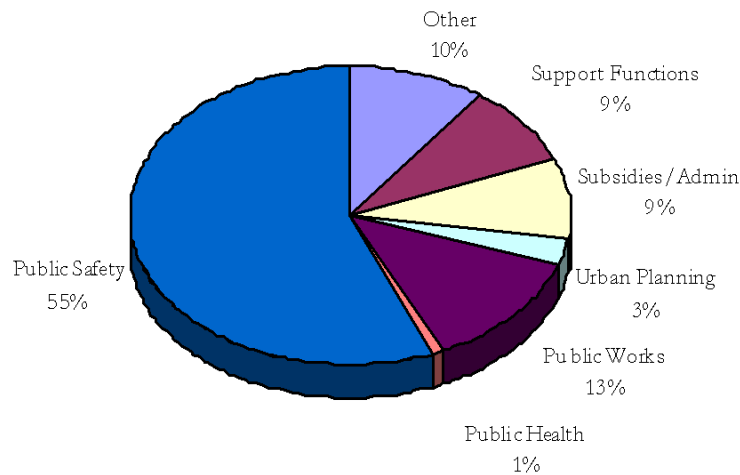
The Other Tax Category now includes both locally and state collected sources. Locally, the City receives Admission Tax for most entertainment events scheduled in the City as well as a tax on the leasing of motor vehicles. Both of these taxes were previously increased as part of an overall funding plan for the reconstruction/rebuilding of Cleveland Municipal Stadium. The Motor Vehicle Lessor Tax was raised from \$4 to \$6 per transaction as of August 1, 1996. The Admission Tax was increased from 6% to 8% effective January 1, 1997. The State distributes a portion of Estate, Liquor and Cigarette taxes to their municipality of origin. Estate Tax has been eliminated by the State of Ohio effective 2014.

The Licenses and Permits Category includes sales and charges for service which are charged to users of City services. Examples are fees for emergency medical service, medical care at the City's health centers and copies of birth and death certificates, and various miscellaneous sources, central service costs and expenditure recoveries are part of this category. The City has also implemented a Waste Collection Fee \$8.75 per household.

EXPENDITURES

The City delivers tax-supported services to its residents in several basic program areas including Safety, Service, Public Works, Health, and Urban Planning and Development. The following chart shows that well over half of the General Fund budget (55%) is devoted to Public Safety, with 13% of all funds going to Public Works (including Waste Collection and the General Fund Operating Transfer to Streets). Only 9% is devoted to support functions such as financial, legal and personnel administration. Other includes Aging, City Council, Community Relations, Mayor's Office and Municipal Courts.

General Fund Expenditure Distribution



In the following pages, financial data is presented for all divisions for comparison with previous years. Staffing levels are also included for every division. For 2012, the actual numbers of employees on the payroll at year-end and actual expenditures are presented. In some divisions such as Police, Fire, Streets and Waste Collection where there is substantial turnover, average staffing levels are used for a more realistic picture. Due to rounding, numbers in the expenditure detail sections may not add.

(000's Omitted)

	2010 Actual	Staff	2011 Actual	Staff	2012 Unaudited	Staff	2013 Budget	Staff
LEGISLATIVE BRANCH COUNCIL	\$ 6,033	61	\$ 6,261	62	\$ 6,317	63	\$ 7,170	63
JUDICIAL BRANCH								
Municipal Court	22,017	294	21,010	258	19,926	246	21,949	260
Clerk of Courts	14,233	159	13,672	149	13,813	150	14,018	155
Housing Court	3,115	40	3,191	44	2,971	40	3,486	44
TOTAL JUDICIAL BRANCH	\$ 39,365	493	\$ 37,873	451	\$ 36,710	436	\$ 39,453	459
EXECUTIVE BRANCH GENERAL GOVERNMENT								
Office of the Mayor	\$ 2,139	25	\$ 2,167	24	\$ 2,238	25	\$ 2,586	26
Office of Capital Projects	—	—	—	—	4,114	46	4,658	47
Landmarks Commission	174	2	177	2	230	2	196	2
Building Standards and Appeals	114	1	117	1	117	1	131	1
Zoning Appeals	185	2	198	2	201	2	215	2
Civil Service Commission	1,336	8	1,188	8	863	8	1,334	8
Community Relations Board	1,134	16	1,136	14	1,155	14	1,234	15
City Planning Commission	1,453	19	1,475	16	1,423	16	1,559	18
Boxing & Wrestling Commission	5		6		6		8	
Office of Equal Opportunity	536	10	483	8	486	8	506	8
Office of Budget & Management	721	7	571	7	669	6	815	9
TOTAL GENERAL GOVERNMENT	\$ 7,797	90	\$ 7,518	82	\$ 11,502	128	\$ 13,242	136
DEPARTMENT OF AGING	\$ 757	10	\$ 799	9	\$ 769	9	\$ 939	11
DEPARTMENT OF PERSONNEL	\$ 1,463	15	\$ 1,747	15	\$ 1,901	16	\$ 2,067	16
COMMUNITY DEVELOPMENT DIRECTOR'S OFFICE	\$ 157	2	\$ 126	2	\$ 148	2	\$ 296	4
DEPARTMENT OF LAW	\$ 8,545	85	\$ 8,953	72	\$ 9,043	75	\$ 9,436	80
DEPARTMENT OF FINANCE								
Director's Office	\$ 686	8	\$ 849	9	\$ 820	8	\$ 1,256	9
Accounts	1,881	19	1,654	18	1,823	18	2,030	19
Assessments & Licenses	2,586	32	2,519	31	3,830	32	4,119	37
Treasury	435	6	536	6	552	6	576	6
Purchases & Supplies	509	8	532	8	554	9	720	10
Bureau of Internal Audit	689	7	761	5	606	5	1,102	7
Financial Reporting & Control	1,228	14	1,096	13	1,072	12	1,318	14
Information Technology Services	3,216	25	3,232	17	2,801	20	3,779	22
Information Technology & Planning	158	2	162	2	166	2	—	
TOTAL FINANCE	\$ 11,388	121	\$ 11,341	109	\$ 12,224	112	\$ 14,900	124



Expenditure by Program

(000's Omitted)

	2010 Actual	Staff	2011 Actual	Staff	2012 Unaudited	Staff	2013 Budget	Staff
DEPARTMENT OF PORT CONTROL HARBORS	\$ 234	1	\$ 24	—	\$ 26		\$ —	
DEPARTMENT OF PUBLIC SERVICE								
Public Service Administration	\$ 383	4	\$ 408	5	\$ —		\$ —	
Architecture	448	6	421	5	—		—	
Waste Collection & Disposal	25,357	215	25,367	209	—		—	
Engineering & Construction	4,678	59	4,646	56	—		—	
Traffic Engineering	3,775	36	3,728	34	—		—	
TOTAL PUBLIC SERVICE	\$ 34,641	320	\$ 34,570	309	\$ —		\$ —	
DEPARTMENT OF PUBLIC HEALTH								
Director's Office	807	7	847	7	887	5	950	7
Health	3,080	29	2,602	28	3,173	28	3,134	29
Environment	1,038	13	919	11	890	11	1,037	12
Air Quality	403		369	1	386	1	395	1
TOTAL PUBLIC HEALTH	\$ 5,328	49	\$ 4,737	47	\$ 5,336	45	\$ 5,516	49
DEPARTMENT OF PUBLIC SAFETY								
Director's Office	\$ 3,281	28	\$ 3,213	27	\$ 3,554	36	\$ 4,428	42
Police-Uniform	173,102	1,568	170,594	1,466	171,975	1,470	180,738	1,518
Civilian	—	228	—	222	—	222	—	245
Fire-Uniform	89,508	859	88,483	773	84,289	753	86,982	764
Civilian	—	10	—	10	—	8	—	10
Emergency Medical Service	20,651	215	20,232	216	20,670	243	24,290	273
Animal Control Services	1,010	14	1,197	14	1,176	14	1,317	15
Correction	14,615	168	14,051	157	13,082	140	13,914	156
TOTAL PUBLIC SAFETY	\$ 302,167	3,090	\$ 297,770	2,885	\$ 294,746	2,886	\$ 311,669	3,023
PARKS, RECREATION & PROPERTIES								
Director's Office	674	6	700	7	—		—	
Research, Planning & Development	601	6	481	6	—		—	
Recreation	12,534	139	12,165	112	—		—	
Parking Facilities	1,149	22	1,237	21	—		—	
Property Management	7,931	80	7,627	71	—		—	
Parks, Maintenance & Properties	12,086	119	12,546	107	—		—	
TOTAL PARKS, REC, & PROP	\$ 34,975	372	\$ 34,756	324	—		—	
DEPARTMENT OF PUBLIC WORKS								
Division of Public Works Administration	\$ —		\$ —		\$ 2,658	34	\$ 3,053	38
Recreation	—		—		11,841	101	12,317	109
Parking Facilities	—		—		1,176	21	1,228	21
Property Management	—		—		7,938	74	12,312	77
Parks, Maintenance & Properties	—		—		12,622	97	13,205	107
Division of Waste	—		—		24,242	188	25,378	231
Division of Traffic Engineering	—		—		3,371	30	3,742	34
TOTAL PUBLIC WORKS	\$ —		\$ —		\$ 63,848	545	\$ 71,235	617

(000's Omitted)

	2010 Actual	Staff	2011 Actual	Staff	2012 Unaudited	Staff	2013 Budget	Staff
DEPARTMENT OF BUILDING & HOUSING								
Director's Office	\$ 1,708	22	\$ 1,854	22	\$ 1,975	22	\$ 2,565	22
Code Enforcement	5,394	85	5,066	76	5,132	76	6,139	83
Construction Permit	1,476	21	1,383	16	1,210	14	1,561	19
TOTAL BUILDING & HOUSING	<u>\$ 8,578</u>	<u>128</u>	<u>\$ 8,303</u>	<u>114</u>	<u>\$ 8,317</u>	<u>112</u>	<u>\$ 10,265</u>	<u>124</u>
ECONOMIC DEVELOPMENT	\$ 1,207	14	\$ 1,392	16	\$ 1,413	14	\$ 1,644	19
NON-DEPARTMENTAL								
County Auditor Deductions	\$ 3,109		\$ 1,627		\$ 1,787		\$ 1,561	
Other Administrative	16,483		15,082		14,442		17,722	
Subsidies to Other Funds	16,277		19,786		17,941		31,258	
TOTAL NON-DEPARTMENTAL	<u>\$ 35,869</u>		<u>\$ 36,495</u>		<u>\$ 34,170</u>		<u>\$ 50,541</u>	
TOTAL EXECUTIVE BRANCH	\$ 453,106	4,297	\$ 448,531	3,984	\$ 443,443	3,944	\$ 491,750	4,203
TOTAL GENERAL FUND	<u>\$ 498,504</u>	<u>4,851</u>	<u>\$ 492,665</u>	<u>4,497</u>	<u>\$ 486,470</u>	<u>4,443</u>	<u>\$ 538,373</u>	<u>4,725</u>



GENERAL FUND

Receipts

Charges for services: Medical transport billing, waste collection fees, and other recoverable fees.

Fines & Forfeitures: Receipt of criminal fines and court costs from convictions of misdemeanor, felony offenses, camera enforcement program, parking, and non waiverable traffic violations.

Grant Revenue: Reimbursements from grants that provide funding for program support.

Licenses & Permits: Receipts for City inspections, food handled, business licenses, and zoning and permit fees.

Miscellaneous: Reimbursement from Port Control for Cleveland Police detail at airport. Charge backs by Parks Maintenance for maintenance services performed at various vacant lots located throughout the city, i.e. rubbish removal, grass cutting, tree trimming, snow removal, cleaning and washing equipment, and other services as needed. Interest income, Refunds, inspection fees, charges for return of NSF checks. Also included are Expenditure Recoveries, Cost Allocation Plan recovery, and Grant Indirect Costs.

Other Shared Revenue

Commercial Activity Tax (CAT): This is a State assessed tax enacted when Tangible Property Tax was repealed. Businesses with receipts of \$150,000 - \$1 million will pay a minimum tax of \$150. Businesses with receipts of less than \$150,000 are not subject to the CAT.

Property Tax Subsidy: This is a replacement for the Homestead Rollback, 10% Real Property and 2.5% owner occupied Real Property.

Admission Tax: Admission tax is an 8% tax on ticket receipts for entertainment events held within the city.

Motor Vehicle Lessor Tax: Tax on Rental Cars

Parking Tax: 8% Commercial parking tax assessment

Cigarette & Liquor Tax:

- The Cigarette tax is a County tax administered by the State, and distributed back to the Counties, then to the City based on the volume of cigarette licenses sold to dealers and tax stamps purchased to be affixed to individual packages. The state excise tax on cigarettes is now \$1.25 per pack.
- Liquor tax is a County occupational license tax imposed on the privilege of engaging in the alcohol beverage business in Ohio. Businesses such as convenience stores, taverns, etc must obtain a license from the state to, dispense alcoholic beverages. A portion of these license fees are then remitted back to the City from the state.

Estate Tax: Inheritance Tax is a State tax through Cuyahoga County to the City. The taxable estate equals the value of the gross estate less allowable deductions. 64% of the revenue received is distributed back to the municipal corporation of origin. Sponge tax was eliminated beginning Fiscal 2006. Estate Tax will be eliminated in 2014.

Electric Excise Tax: Excise Tax is revenue derived from a fee paid to a municipality from a franchisee for "rental" or "toll" for the use of city streets and rights-of-way. In consideration of the cost incurred to construct, install, operate, or provide services using facilities in the public rights-of-way

Other: Miscellaneous category including Special projects, Economic Development shared projects, Grant paybacks, other reimbursements for provided services.

Property Taxes

Property is assessed at 35% of its appraised value. Receipts are classified into four categories; General Fund, Bond Retirement, Police Pension and Fire Pension monies. All monies are deposited into the General Fund except Bond Retirement monies, which belong to Debt Service. Distribution is as follows:

- **Commercial/ Industrial:**

Schools: 61.83%

Cleveland: 13.06%

County: 18.47%

Library: 6.64%

- **Residential:**

Schools: 58.28%

Cleveland: 14.20%

County: 20.45%

Library: 7.08%



Sale of City Assets

Receipts from the sale of City assets which include property and equipment disposal, (i.e. scrap metal value or auction of vehicles and equipment).

State and Local Government Fund

Local Government fund is a state of Ohio revenue sharing program established in 1934 in which cities share in the collection of the state income, sales, public utility excise tax, and corporate franchise taxes. The distribution basis is basically a function of population and property tax values. The basis was collectively reduced by 50% by the State of Ohio.

Transfer In

Income from Chagrin Highlands \$1,250,000 and Economic Development \$1,531,715.

Income Tax

The city income tax rate is 2% of all wages and business profits.

Investment Income

Receipts from Interest earned on Investments of comingled funds, including Treasury Notes, Treasury Bills, certificates of Deposit, and Repurchase Agreements.

Other Revenue Terms

Certificate of Estimated Resources: An original Certificate of Estimated Resources, received from the County Auditor, is based on an estimate of the year-end unencumbered balances and the estimated revenues for the upcoming calendar year as reflected on the tax budget. An amended certificate of estimated resources is received, by the City, after the tax rate resolution and the unencumbered balances/revised revenue estimates are certified to the County.

Mills: Local Property tax rates are always computed in mills. One mill costs the property owner \$1.00 for every \$1,000 of assessed valuation each year. In our example, the \$100,000 will produce \$35 in tax revenue for each mill.

In Ohio, millage is referred to as "inside" millage and "outside" millage. Inside millage is the millage provided by the Constitution of the State of Ohio and is levied without the vote of the people as established very early in the State's history. The inside millage rate is limited to ten mills in each political subdivision. Public schools, cities, counties and other local governments are allocated a portion of the ten inside mills.

(000's Omitted)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
RECEIPTS				
CHARGES FOR SERVICES	\$ 26,359	\$ 31,604	\$ 33,837	\$ 32,436
FINES & FORFEITURES	23,982	23,461	21,626	21,627
GRANT REVENUE	2,563	3,934	5,464	2,361
LICENSES & PERMITS	10,670	14,326	12,372	11,301
MISCELLANEOUS	21,934	20,889	19,359	18,125
OTHER SHARED REVENUE				
CAT Tax	5,662	1,094	203	102
Property Tax-State Subsidy	4,003	3,991	3,936	3,092
Cigarette & Liquor Tax	820	785	772	750
Estate Tax	3,351	2,672	3,766	1,500
Casino	—	—	2,911	11,395
Other	1,029	409	(12)	27
	14,865	8,951	11,576	16,865
PROPERTY TAX	37,639	36,152	35,999	31,911
SALE OF CITY ASSETS	70	734	2	—
STATE AND LOCAL GOVERNMENT FUND	47,268	47,257	34,673	28,586
TRANSFERS IN	18,887	5,883	16,981	2,782
INCOME TAX	263,356	275,731	290,474	290,654
INVESTMENT INCOME	326	208	250	250
LOCAL TAXES				
Admission Tax	12,586	9,934	10,842	10,800
Motor Vehicle License Tax	2,368	2,480	2,680	2,600
Parking Tax	10,386	10,905	11,343	11,200
Electric Excise Tax	6,174	6,155	6,001	6,000
Hotel Tax	—	4,057	4,474	4,300
Other	24	41	42	40
	31,539	33,572	35,382	34,940
TOTAL RECEIPTS	499,458	502,703	517,995	491,838
EXPENDITURES	498,504	492,672	486,484	538,374
NET	954	10,032	31,511	(46,536)
DECERTIFICATIONS	1,221	685	2,181	—
CHANGE IN RECEIVABLES	—	—	7	—
BEGINNING BALANCE	3,968	6,144	16,861	50,559
ENDING BALANCE	\$ 6,144	\$ 16,861	\$ 50,559	\$ 4,024



Special Revenue Fund Group

(000's Omitted)

	2010 Actual	Staff	2011 Actual	Staff	2012 Unaudited	Staff	2013 Budget	Staff
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RESTRICTED INCOME TAX FUND

Established in 1981, this fund receives one-ninth of the City's income tax collections. These funds are restricted by law to expenditures for capital improvements and debt service.

RECEIPTS	\$	32,959		\$	34,484		\$	36,326		\$	36,344
EXPENDITURES		32,754			33,511			35,599			38,811
Net		206			973			726			(2,468)
Decertifications		37			476			45			—
Beginning Balance		4			247			1,696			2,468
Ending Balance	\$	247		\$	1,696		\$	2,468		\$	—

STREET CONSTRUCTION

This fund supports basic street maintenance including snow removal, street repairs and resurfacing. The primary revenue sources are the State Auto License and Gasoline taxes and an operating transfer from the General Fund.

RECEIPTS	\$	20,197		\$	23,840		\$	23,718		\$	27,272
EXPENDITURES		20,209	146		23,745	131		23,963	139		27,278
Net		(12)			95			(245)			(6)
Decertifications		—			21			133			—
Beginning Balance		12			1			117			6
Ending Balance	\$	1		\$	117		\$	6		\$	—

RAINY DAY RESERVE FUND

This Fund was created in 1993 pursuant to Ordinance 1987-92. General Fund revenues in excess of anticipated expenditures are to be credited to this fund to be used only during periods of significant economic downturns or to fund unanticipated one-time General Fund obligations.

RECEIPTS	\$	25		\$	5,019		\$	25		\$	5,025
EXPENDITURES		—			—			—			—
Net		25			5,019			25			5,025
Beginning Balance		8,508			8,532			13,551			13,576
Ending Balance	\$	8,532		\$	13,551		\$	13,576		\$	18,601

SCHOOL ACTIVITIES

School payments for recreation and cultural activities are made through this fund group. Revenue is derived from parking and vehicle lessor taxes by transfer payments from the general fund.

(000's Omitted)

	2010 Actual	Staff	2011 Actual	Staff	2012 Unaudited	Staff	2013 Budget	Staff
RECEIPTS	\$ 1,000		\$ 1,000		\$ 1,000		\$ 1,175	
EXPENDITURES	1,000		1,000		1,000		1,175	
Net	—		—		—		—	
Beginning Balance	—		—		—		—	
Ending Balance	<u>\$ —</u>		<u>\$ —</u>		<u>\$ —</u>		<u>\$ —</u>	

CLEVELAND STADIUM

RECEIPTS	\$ 14,240	\$ 13,889	\$ 13,826	\$ 21,000
EXPENDITURES	14,512	13,708	9,391	7,437
Net	(272)	181	4,435	13,563
Decertifications	(13,339)	86	—	—
Beginning Balance	13,611	—	267	4,702
Ending Balance	<u>\$ —</u>	<u>\$ 267</u>	<u>\$ 4,702</u>	<u>\$ 18,265</u>



Major Enterprise

Enterprise Funds are used to account for operations that function in a manner similar to private business enterprises and are financed primarily by user fees to the general public. The City of Cleveland operates two categories of enterprises. Major Enterprises, consisting of Public Utilities and Airports, are totally self-supporting, whereas the Small Enterprise group, consisting of Cemeteries, Golf Courses, Municipal Parking Facilities, the Cleveland Convention Center and the West Side Market, do not maintain full accrual accounting and may require tax support.

(000's Omitted)

	2010 Actual	Staff	2011 Actual	Staff	2012 Unaudited	Staff	2013 Budget	Staff
UTILITIES ADMINISTRATION								
RECEIPTS	\$ 2,340		\$ 2,627		\$ 2,809		\$ 3,312	
EXPENDITURES	2,542	28	2,831	28	2,882	27	3,311	30
Net	(202)		(204)		(74)		1	
Decertifications	1		6		83		—	
Beginning Balance	644		443		245		253	
Ending Balance	<u>\$ 443</u>		<u>\$ 245</u>		<u>\$ 253</u>		<u>\$ 254</u>	
RADIO								
RECEIPTS	\$ 1,352		\$ 1,736		\$ 2,598		\$ 2,785	
EXPENDITURES	1,693	6	1,692	6	2,216	5	3,486	8
Net	(341)		44		382		(702)	
Decertifications	17		1		116		—	
Beginning Balance	483		159		203		702	
Ending Balance	<u>\$ 159</u>		<u>\$ 203</u>		<u>\$ 702</u>		<u>\$ —</u>	
FISCAL CONTROL								
RECEIPTS	\$ 2,760		\$ 2,801		\$ 3,073		\$ 3,661	
EXPENDITURES	2,916	40	2,918	37	2,923	40	3,760	40
Net	(156)		(116)		150		(99)	
Decertifications	3		—		16		—	
Beginning Balance	506		353		237		403	
Ending Balance	<u>\$ 353</u>		<u>\$ 237</u>		<u>\$ 403</u>		<u>\$ 305</u>	
WATER								
RECEIPTS	\$ 229,280		\$ 231,247		\$ 266,402		\$ 263,155	
EXPENDITURES	236,091	1,052	239,894	1,066	234,953	1,038	261,759	1,131
Net	(6,811)		(8,647)		31,449		1,396	
Decertifications	13,576		8,217		11,873		—	
Beginning Balance	95,814		102,578		102,148		145,470	
Ending Balance	<u>\$ 102,578</u>		<u>\$ 102,148</u>		<u>\$ 145,470</u>		<u>\$ 146,866</u>	



Major Enterprise

(000's Omitted)

	2010 Actual	Staff	2011 Actual	Staff	2012 Unaudited	Staff	2013 Budget	Staff
WATER POLLUTION CONTROL								
RECEIPTS	\$ 21,371		\$ 22,100		\$ 23,147		\$ 22,561	
EXPENDITURES	21,928	149	20,801	144	19,909	139	22,561	162
Net	(557)		1,299		3,238		—	
Decertifications	561		23		975		—	
Beginning Balance	4,781		4,785		6,107		10,320	
Ending Balance	\$ 4,785		\$ 6,107		\$ 10,320		\$ 10,320	
CLEVELAND PUBLIC POWER								
RECEIPTS	\$ 163,042		\$ 167,979		\$ 164,573		\$ 183,420	
EXPENDITURES	165,824	318	163,814	329	163,539	319	183,420	344
Net	(2,782)		4,165		1,034		—	
Decertifications	775		267		2,107		—	
Beginning Balance	18,590		16,584		21,016		24,157	
Ending Balance	\$ 16,584		\$ 21,016		\$ 24,157		\$ 24,157	
PORT CONTROL								
RECEIPTS	\$ 129,709		\$ 124,004		\$ 137,978		\$ 139,822	
EXPENDITURES	132,946	399	130,781	370	132,063	367	139,375	419
Net	5,102		(6,777)		12,256		447	
Change In Receivables	(3,446)		(5,705)		6,341		—	
Decertifications	—		1,932		1,811		—	
Beginning Balance	50,229		51,885		47,040		61,107	
Ending Balance	\$ 51,885		\$ 47,040		\$ 61,107		\$ 61,554	

(000's Omitted)

	2010 Actual	Staff	2011 Actual	Staff	2012 Unaudited	Staff	2013 Budget	Staff
CEMETERIES								
RECEIPTS	\$ 1,646		\$ 1,724		\$ 1,603		\$ 1,656	
EXPENDITURES	1,681	20	1,713	18	1,598	16	1,699	18
Net	(35)		11		5		(43)	
Decertifications	7		13		1		—	
Beginning Balance	41		13		37		43	
Ending Balance	<u>\$ 13</u>		<u>\$ 37</u>		<u>\$ 43</u>		<u>\$ —</u>	
GOLF COURSES								
RECEIPTS	\$ 1,590		\$ 1,089		\$ 834		\$ 324	
EXPENDITURES	1,707	12	1,115	6	827		333	
Net	(117)		(26)		7		(9)	
Decertifications	7		3		2		—	
Beginning Balance	133		23		—		9	
Ending Balance	<u>\$ 23</u>		<u>\$ —</u>		<u>\$ 9</u>		<u>\$ —</u>	
MUNICIPAL PARKING FACILITIES								
RECEIPTS	\$ 9,966		\$ 8,983		\$ 8,049		\$ 7,719	
EXPENDITURES	9,863	17	9,019	17	7,939	17	7,822	17
Net	103		(34)		1		(103)	
Change In Receivables	—		2		(109)		—	
Decertifications	(183)		22		65		—	
Beginning Balance	1,682		1,602		1,590		1,656	
Ending Balance	<u>\$ 1,602</u>		<u>\$ 1,590</u>		<u>\$ 1,656</u>		<u>\$ 1,553</u>	
EAST SIDE MARKET								
RECEIPTS	\$ —		\$ —		\$ —		\$ —	
EXPENDITURES	40		39		40		40	
Net	(40)		(39)		(40)		(40)	
Decertifications	—		29		2		—	
Beginning Balance	156		116		106		68	
Ending Balance	<u>\$ 116</u>		<u>\$ 106</u>		<u>\$ 68</u>		<u>\$ 28</u>	



Small Enterprise

(000's Omitted)

	2010 Actual	Staff	2011 Actual	Staff	2012 Unaudited	Staff	2013 Budget	Staff
CONVENTION CENTER								
RECEIPTS	\$ 5,274		\$ 2,086		\$ 2,443		\$ 2,534	
EXPENDITURES	4,564	10	2,814	9	2,464	9	2,539	10
Net	710		(728)		(21)		(5)	
Decertifications	5		24		10		—	
Beginning Balance	5		720		16		5	
Ending Balance	<u>\$ 720</u>		<u>\$ 16</u>		<u>\$ 5</u>		<u>\$ —</u>	
WEST SIDE MARKET								
RECEIPTS	\$ 1,299		\$ 1,290		\$ 1,304		\$ 1,245	
EXPENDITURES	980	6	1,032	6	1,044	6	1,135	6
Net	319		258		260		110	
Decertifications	2		8		1		—	
Beginning Balance	210		531		797		1,058	
Ending Balance	<u>\$ 531</u>		<u>\$ 797</u>		<u>\$ 1,058</u>		<u>\$ 1,168</u>	

(000's Omitted)

	2010 Actual	Staff	2011 Actual	Staff	2012 Unaudited	Staff	2013 Budget	Staff
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This fund group provides services to other City Divisions. Their operations are supported by charges to user Divisions.

SINKING FUND

RECEIPTS	\$ 982		\$ 928		\$ 884		\$ 1,038	
EXPENDITURES	983	2	928	2	879	2	1,043	2
Net	(1)		—		5		(5)	
Decertifications	1		—		—		—	
Beginning Balance	—		—		—		5	
Ending Balance	<u>\$ —</u>		<u>\$ —</u>		<u>\$ 5</u>		<u>\$ —</u>	

TELEPHONE EXCHANGE

RECEIPTS	\$ 5,176		\$ 5,388		\$ 5,866		\$ 6,428	
EXPENDITURES	5,499	17	5,540	17	5,738	15	6,581	18
Net	(323)		(152)		128		(153)	
Decertifications	51		20		2		—	
Beginning Balance	427		155		23		153	
Ending Balance	<u>\$ 155</u>		<u>\$ 23</u>		<u>\$ 153</u>		<u>\$ —</u>	

MOTOR VEHICLE MAINTENANCE

RECEIPTS	\$ 14,936		\$ 19,339		\$ 19,802		\$ 17,584	
EXPENDITURES	17,208	79	19,099	75	18,459	69	19,638	77
Net	(2,272)		240		1,343		(2,053)	
Decertifications	148		101		88		—	
Beginning Balance	2,405		281		622		2,053	
Ending Balance	<u>\$ 281</u>		<u>\$ 622</u>		<u>\$ 2,053</u>		<u>\$ —</u>	

PRINTING & REPRODUCTION

RECEIPTS	\$ 1,837		\$ 2,078		\$ 2,189		\$ 2,165	
EXPENDITURES	2,075	14	2,145	14	2,194	13	2,334	13
Net	(238)		(67)		(5)		(169)	
Decertifications	36		42		107		—	
Beginning Balance	293		92		67		169	
Ending Balance	<u>\$ 92</u>		<u>\$ 67</u>		<u>\$ 169</u>		<u>\$ —</u>	

STOREROOM

RECEIPTS	\$ 802		\$ 837		\$ 495		\$ 576	
EXPENDITURES	933	1	834	1	568	1	593	2
Net	(131)		3		(73)		(17)	
Decertifications	16		—		—		—	
Beginning Balance	202		87		90		17	
Ending Balance	<u>\$ 87</u>		<u>\$ 90</u>		<u>\$ 17</u>		<u>\$ —</u>	



Agency Fund

(000's Omitted)

	2010 Actual	Staff	2011 Actual	Staff	2012 Unaudited	Staff	2013 Budget	Staff
CENTRAL COLLECTION AGENCY								
RECEIPTS	\$ 7,966		\$ 7,710		\$ 8,611		\$ 10,296	
EXPENDITURES	7,628	74	8,015	74	8,706	82	10,296	93
Net	338		(305)		(95)		—	
Decertifications	29		96		91		—	
Beginning Balance	288		655		447		443	
Ending Balance	<u>\$ 655</u>		<u>\$ 447</u>		<u>\$ 443</u>		<u>\$ 443</u>	

DEBT SERVICE

Debt Service payments are made through this fund group. Revenue is derived from property taxes, income taxes, TIF receipts and transfer payments from various special revenue funds.

RECEIPTS	\$ 60,839		\$ 62,923		\$ 66,330		\$ 55,955	
EXPENDITURES	61,588	2	61,910	2	61,685	2	59,448	2
Net	(749)		1,013		4,645		(3,493)	
Decertifications	—		—		—		—	
Beginning Balance	10,191		9,442		10,455		15,100	
Ending Balance	<u>\$ 9,442</u>		<u>\$ 10,455</u>		<u>\$ 15,100</u>		<u>\$ 11,607</u>	

The City of Cleveland recently launched, and is executing, formal Strategic Planning processes which cascade goals down from the Mayor to Divisions, Departments, and employees. The resultant Department goals Departments are long term (three to five years) in nature. As a result, major modifications are not required on a yearly basis although continuous tracking, monitoring, and identification of strengths and weaknesses is an ongoing process to ensure that the City remains on track for goal achievement. For individual employees, however, this process consists of establishing specific, measurable, achievable, realistic and time-targeted (S.M.A.R.T) goals to ensure that employee objectives remain aligned with the strategic goals of the City and that every employee understands how their efforts contribute to the City's success.

To ensure ongoing success, the City developed goals which address the entire scope of City Operations, itemize where the City is going as an organization and what it intends to accomplish as it progresses along the identified strategic paths. Management then monitors the progress of City Operations on a continuous basis and takes corrective action measures where necessary to ensure the efficient use of resources and progress towards goal achievement.

AGING

Customer Service

- Improve the quality of life for Cleveland seniors and adults with disabilities and assist them to maintain their independence by effectively executing the department's many programs and by developing new strategies and services as resources permit through.

Quality Service

- Effectively manage city general funds and grant funds meeting the specific fiscal and reporting requirements associated with funding across various sources and continue to seek and access new funding opportunities through existing and new sources.

BUILDING & HOUSING

Customer Service

- To complete, on a yearly, 75% of the responses to Citizen Requests for Inspections (i.e. citizen property complaints) will be completed within the Standard Level of Service (SLA) targets established in CitiStat and appropriate code enforcement action taken.
- Through predictable and timely review of construction project plans and construction permit issuance, 90% of the project plan reviews will be completed within the prescribed review targets set in OETF.
- By the conclusion of 2013, 95% of the project plan reviews will be completed within the prescribed review targets.

Efficiency through Technology

- Completion of the Accela system professional services contract task items will result in the upgrade of the system, the ability to provide transparent property inspection data, the reactivation of "on-line" permit capability and the revamping of business process applications enhancing end user efficiency, productivity and work product quality.

Quality Service

- To stabilize neighborhoods for market recovery, the Department of Building & Housing will continue accelerated inspections and implementation of aggressive code enforcement initiatives to abate vacant nuisance property.
- In 2013, Department inspection staff will be deployed to timely inspect newly identified vacant structures.
- With the anticipated increase in demolition activity by both the City and the County Land Bank in 2012 - 2013, before closing a demolition permit, Department inspection staff will inspect and verify that the contractor has completed the site in compliance with contract specifications.

CAPITAL PROJECTS

Customer Service

- Create and maintain a MOCAP web page on the City's website to keep stakeholders and others informed of the progress of projects by end of 3rd Quarter.
- Publish a quarterly capital report and make available online to stakeholders and others.

Efficiency through Technology

- Continued implementation of the best technology solution for project management of the MOCAP.
- Train all employees in Sharepoint and other programs as needed to increase computing skills of the Department.

Quality Service

- Implement a Quality Assurance program for all aspects of design and construction.
- Standardize all processes and procedures dealing with design and bidding of a project for whole of Department to better predict outcomes and project delivery.

CITY PLANNING

Customer Service

- Visitor-Friendly Downtown. Implement an updated system of downtown "way finding" signs to direct visitors to downtown attractions (in partnership with Public Works).

Efficiency through Technology

- Neighborhood Data Analysis. Use 2010 Census data and other sources to produce reports showing current neighborhood conditions and trends.

Quality Service

- Bicycle Plan Update: Prepare a comprehensive update to the citywide bicycle plan and identify short-term and longer-term priorities for implementation.
- "Group Plan" Implementation: Take action to begin implementation of the "Group Plan" for improvements to the downtown Malls and connections to Public Square and the lakefront.
- Healthy Neighborhoods Plan. Prepare plans identifying changes needed in each neighborhood to improve the health of Cleveland residents.
- Transportation Project Implementation. Work to advance implementation of the West Shoreway and Inner belt projects and to continue planning for the Opportunity Corridor project.

CIVIL SERVICE

Customer Service

- Explore Options for full online testing application.

Efficiency through Technology

- Explore automation options for customer online access to all current eligible lists.

Quality Service

- Improve the quality of test notification which will result in efficient testing.

COMMUNITY DEVELOPMENT

Efficiency through Technology

- Develop a database to better track and monitor development activities and projects.
- Land Bank will update its tracking system to account for:
 - A. The ordinance that allows for all land bank sales to occur without legislation.
 - B. Increase land acquisition due to projected increase in "Board of Revision" and demolition volume.
 - C. Continued emphasis in sales for yard expansions.

Quality Service

- Complete the tasks/performance to successfully close-out stimulus funded grants that expire early 2013.
- Continue to emphasize housing and multi-family renovation with NSP and housing Trust Fund programs with houses meeting the green building standards.
- Successfully integrate the lead hazard control grant into the CD program offerings for improving the existing housing stock

COMMUNITY RELATIONS BOARD

Efficiency through Technology

- Create a database that includes e-mail addresses for community contacts for each staff person.

Quality Service

- Recruit 10 or more volunteer magistrates per year for the youth community diversion program.

Customer Service

- Host 35 or more information or resource fairs for special constituent groups like multicultural/ethnic, re-entry and residents where internal City Hall or external community based information is distributed.



Departmental Goals & Objectives

ECONOMIC DEVELOPMENT

Customer Service

- Continue to provide excellent customer service to Cleveland businesses, responding within 2 days of inquiries.
- Develop a strategy for support of micro-lending to encourage new small businesses, especially for women and minorities.

Efficiency through Technology

- Develop and implement Job Tracking and compare information to Workforce Development agreement requirements and referrals through Workforce Development. Establish follow-up with companies to insure compliance with agreements.

Quality Service

- Complete the financing and bidding of the new third district police station and communications facility.

FINANCE

Customer Service

- To provide professional financial management services and protect the fiscal integrity of the City by maximizing the collection of revenue, monitoring the efficient allocation and expending of funds necessary to support municipal operations and judiciously investing public funds.

Efficiency through Technology

- To provide a paperless data warehousing environment through CGI Advantage software system that contains all the financial data, with appropriate levels of reconciliation, operational, budgetary performance measures.

Quality Service

- To provide transparent financial reporting services that can be utilized by internal and external users to assist them with operational planning and reporting needs.

HUMAN RESOURCES

Customer Service

- To become a more strategic partner to City departments by ensuring the delivery of quality and reliable services.

Efficiency through Technology

- To become more efficient through automation (benefits automation, Employee Self Service, applicant tracking, records retention and scanning).

Quality Service

- To deliver quality, uniform and cost effective services to City employees in the areas of personnel administration, training, employee and labor relations, and benefits.

LAW

Customer Service

- Increase communication with client departments on the status of legal assistance requests and litigation.

Efficiency through Technology

- Explore, and implement, technology solution for monitoring the status of the Department's work, specifically public records and litigation, to further efficiency and accountability.

OFFICE OF EQUAL OPPORTUNITY

Quality Service

- Continue to make progress toward completion of the Disparity Study.
- Develop a touch-point system between OEO, Workforce Development, and Economic Development.

Efficiency through Technology

- Begin the testing and implementation of B2GNow contract compliance software.
- To become a much more strategic partner internally & externally by developing a standardized Citywide Prevailing Wage touch-point system.

Customer Service

- Explore Community Benefits Policy to be adopted Citywide and develop a template Community Benefits Agreement.
- To be of value to certified contractors by hosting Quarterly Contractor Meetings to learn how OEO can best be of service to contractors.

PORT CONTROL

Customer Service

- Annually improve passenger satisfaction ratings compared to benchmark airports. (The benchmark airports are Cincinnati, Indianapolis, Austin-Bergstrom, Salt Lake City, Columbus, Detroit, Houston George Bush, Minneapolis, Dallas-Fort Worth, Boston Logan, and Denver).
- Annually maintain runway clearance time for CLE and BKL at 24 and 34 minutes, respectively, during the snow season.

Quality Service

- Annually increase BKL's market share of regional general aviation operations.
- Annually increase non-airline revenues as a percentage of total airport operating revenues.
- Annually maintain CLE cost per enplanement in the lower 50% of United domestic hub airports.
- Annually reduce airfield safety-related preventable accidents and incidents below the previous year.

PUBLIC HEALTH

Customer Service

- Secure additional Title X funding for the J. Glen Smith Health Center to serve as a separate Title X provider.

Quality Service

- Continued expansion of CDPH outreach campaigns to educate and inform the community about critical public health issues by applying for an additional Public Health Emergency Response grant.

Efficiency through Technology

- Continued standardization of the management, monitoring and oversight of CDPH grants across all Divisions by instituting monthly monitoring of all grant activities.

PUBLIC UTILITIES

Customer Service

- Continue Change Management activities that foster cooperation and enhances Customer Service.

Measure: Work plan Approach.

- DPU will provide knowledgeable, caring, responsive and effective service delivery to satisfy our customer's needs in a timely and consistent manner. This superior customer service will extend to our quality of work performed internally and externally and can be monitored/measured by examining training outcomes and Performance Management (KPI's) Key Performance Indicators, as well accountability measures.

- Implement the process for establishing a Departmental Strategic Business Plan that would best support the business of divisions combined as a result of the DPU Reorganization project.

Measure: Work plan Approach.

Efficiency through Technology

- Develop a comprehensive IT Strategic Plan which articulates a Mission and Vision Statement that aligns with DPU business needs. This strategy should include IT architecture, ongoing service delivery, and the central points for developing an internal business IT partnership. The plan would provide a blueprint for the future IT Director.

Measure: Work plan Approach.

Quality Service

- Develop and encourage a working relationship with the department of Economic Development to take greater advantage of opportunities through the expansion of a Water Service Agreement in partnership with other communities; this will foster financial stability, and improve the quality of service to our partner communities.

Measure: Work plan Approach.

PUBLIC SAFETY

Customer Service

- Continued Community outreach through Public Safety Social Media Campaigns and Blogs no later than 3rd quarter 2012.
- Continued implementation of the Community Risk Reduction Program.

Efficiency through Technology

- Complete the implementation of a new Citywide Communications and Interoperability system.
- Continued implementation of automated Biometric Timekeeping System and procedures.

Quality Service

- Continued integration of the Divisions of Fire & EMS.
- Continue to provide safe, reliable and rapid response to the Cleveland community.

PUBLIC WORKS

Customer Service

- Operate and maintain clean, accessible, vibrant public spaces for exploration, relaxation, and exercise, while connecting culturally diverse venues of sports, entertainment, and educational experiences.

Efficiency through Technology

- Implement technologies to assist with the management and decision making of operations and add value by creating operational efficiencies.

Quality Service

- Provide sustainable proactive approach to service delivery and recreational activities, which improves the quality of life for our residents and visitors.
- Provide consistent quality service, clean neighborhoods and safe right of ways for pedestrians, motorist, and visitors that make our city a better place to live, work and play.

WORKFORCE DEVELOPMENT

Customer Service

- To increase the number of successful job placements made by 10% over program year 2011.
- To pursue a Department of Labor Grant that would support the expansion of demand facing employment services to an eight county region.

Quality Service

- To improve the quality of programming provided to youth by requiring a workforce development component, including occupational skills training and leadership skills development, as a part of all funded youth programs.
- To work with the City and County Departments of Economic Development, and the City Office of Equal Opportunity to streamline the process for preparing and executing Workforce Development agreements.

COUNCIL AND CLERK OF COUNCIL

Martin J. Sweeney, Council President

Patricia J. Britt, Clerk Of Council

The legislative powers of the City of Cleveland are vested in the Cleveland City Council, except for those powers reserved to the people by Charter. Council has authority, expressly conferred by the Charter, to divide the City into wards, determine Council meeting dates, elect a President and choose a Clerk. The Council, the Mayor and any person or Committee authorized by the Council or the Mayor, have the power to inquire into the conduct of any department, office, officer or employee of the City, and to investigate City matters of concern.

The City Council meets at 7:00 p.m. every Monday, except that Council meets once in July and once in August, on a day and time set by the President. All Council meetings are held in the Council Chambers of City Hall. Various Council Committee meetings are held during the week to discuss in detail, all legislation to be approved, amended or disapproved by the Council. Special Council meetings may be called by the President at any time, with proper public notice.

The City Clerk/Clerk of Council ("the Clerk") is custodian of all Council records as well as any other city documents as may be required by ordinance. The Clerk is the editor of the City Record, a publication containing all transactions and proceedings of the Council, all legal advertising of the City as well as other information related to City affairs. The Clerk must keep a proper file of all papers and documents which are part of the transactions of the Council or of Council committee meetings and must keep attendance records of all such Council meetings and committees. Further, the Clerk must make all public records available for public inspection. The Clerk is empowered to authenticate records with her/his official signature and seal.

Members and staff of Council and the Clerk perform several specialized activities such as:

- Research on a variety of local and global issues impacting the City;
- Policy analysis and development to address the issues of various constituencies through legislation/legislative process;
- Communications that serve to link the Council with the public;
- Legislative services that oversee the process of writing and passing laws, and preparation of public resolutions of congratulations, commemoration, commendation, appreciation and welcome;
- Financial oversight and reporting to keep Council informed of the overall fiscal condition of the City; and
- Archiving of Council and City documents; collecting and maintaining historical and current data about the City of Cleveland; responding to local, national and international information requests.

COUNCIL AND CLERK OF COUNCIL

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 1,849,682	\$ 1,897,592	\$ 2,039,734	\$ 2,222,834
Seasonal	6,385	—	—	—
Elected Officials	1,397,497	1,416,724	1,458,926	1,515,090
Part-Time Permanent	105,888	111,427	98,420	87,384
Longevity	—	11,125	12,025	14,200
Separation Payments	35,031	—	610	60,000
	\$ 3,394,483	\$ 3,436,867	\$ 3,609,715	\$ 3,899,508
Benefits				
Hospitalization	\$ 424,297	\$ 412,167	\$ 429,896	\$ 476,164
Flex Save Admin Fees	—	—	660	—
Prescription	105,091	93,839	110,961	116,508
Dental	31,410	33,897	35,561	38,410
Vision Care	3,198	3,436	3,582	3,635
Public Employees Retire System	518,772	480,975	495,437	535,542
Fica-Medicare	41,838	41,871	45,368	49,229
Workers' Compensation	40,171	61,531	52,739	50,614
Life Insurance	2,719	2,734	2,780	2,821
Unemployment Compensation	35,498	4,872	2,187	32,000
	\$ 1,202,993	\$ 1,135,324	\$ 1,179,171	\$ 1,304,923
Other Training & Professional Dues				
Travel	\$ 23,341	\$ 44,120	\$ 33,910	\$ 49,480
Tuition & Registration Fees	16,843	22,977	23,667	33,579
Professional Dues & Subscript	4,733	3,702	4,214	5,252
	\$ 44,917	\$ 70,799	\$ 61,791	\$ 88,311
Contractual Services				
Professional Services	\$ 650,491	\$ 626,662	\$ 340,434	\$ 441,435
Expense Account Reimbursement	193,616	219,954	212,329	273,600
Advertising And Public Notice	184,563	449,999	503,689	662,650
Parking In City Facilities	30,702	47,912	34,986	32,500
Insurance And Official Bonds	100	100	250	100
Taxes	61	139	5	500
	\$ 1,059,533	\$ 1,344,767	\$ 1,091,692	\$ 1,410,785
Materials & Supplies				
Office Supplies	\$ 13,023	\$ 20,435	\$ 13,018	\$ 13,400
Postage	156,396	125,297	200,258	289,403
Computer Software	—	—	315	—
Food	13,957	12,676	12,814	9,000
Just In Time Office Supplies	10,989	6,348	11,097	8,000
	\$ 194,365	\$ 164,757	\$ 237,503	\$ 319,803
Maintenance				
Maintenance Office Equipment	\$ 2,094	\$ 5,650	\$ 3,039	\$ 6,781
	\$ 2,094	\$ 5,650	\$ 3,039	\$ 6,781

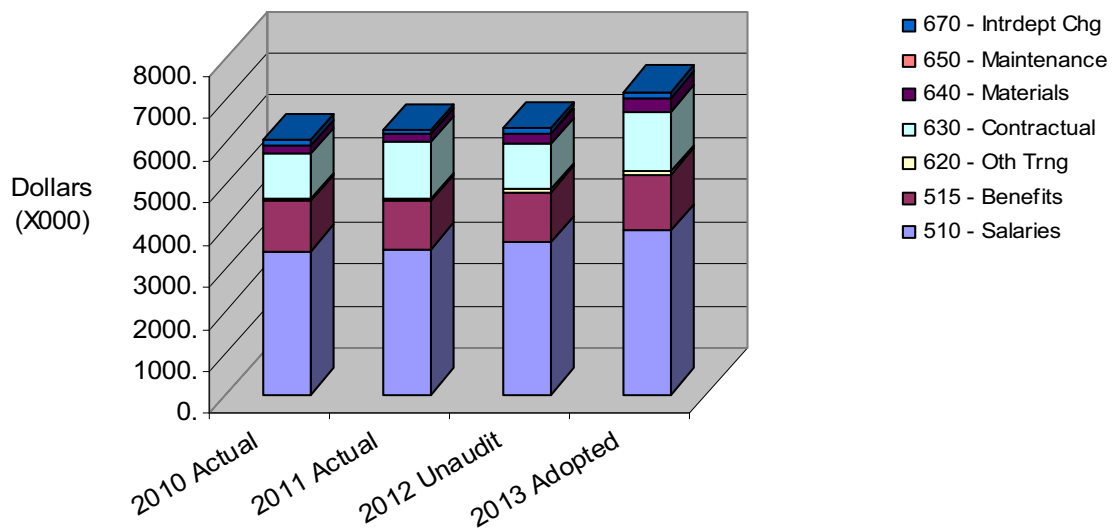
Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Interdepart Service Charges				
Charges From Telephone Exch	\$ 57,572	\$ 45,697	\$ 56,031	\$ 58,612
Charges From Print & Repro	34,153	31,313	45,311	42,315
Charges From Central Storeroom	43,186	25,700	33,654	39,140
	\$ 134,911	\$ 102,710	\$ 134,996	\$ 140,067
	\$ 6,033,297	\$ 6,260,874	\$ 6,317,907	\$ 7,170,178

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 1,891	\$ 6,209	\$ 1,260	\$ 200
Miscellaneous	976	404	1,941	1,000
	\$ 2,867	\$ 6,614	\$ 3,201	\$ 1,200

Council Expenditures by Appropriation



COUNCIL AND CLERK OF COUNCIL

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Clerk of Council	42,865.60	106,865.05
1	1	1	Council President	86,259.22	86,259.22
18	18	18	Councilman	76,259.21	76,259.21
1	1	1	Director of Policy Research	24,974.46	77,490.61
21	21	21			
<u>ADMINISTRATIVE SUPPORT</u>					
1	1	1	Council Receptionist	20,800.00	46,494.36
18	18	18	Executive Assistant Council (Wards 1-17 & 19)	20,800.00	45,000.00
1	1	1	Executive Assistant Council President	24,975.00	45,000.00
20	20	20			
<u>PROFESSIONALS</u>					
1	1	1	Administrative Assistant	21,851.06	73,469.32
1	1	1	Administrative Secretary	20,800.00	73,469.32
1	1	1	Chief City Archivist	21,851.06	77,490.61
1	1	1	Chief Legislative Secretary	21,851.06	77,490.61
1	1	1	Deputy Chief Archivist	20,800.00	73,469.32
1	1	1	Deputy Clerk	21,851.06	73,469.32
1	1	1	Executive Assistant	24,974.46	77,490.61
1	1	1	Executive Assistant-Clerk of Council	24,974.46	77,490.61
1	1	1	Financial Assitant	20,800.00	46,494.36
1	1	1	Financial Officer	20,800.00	73,469.32
1	1	1	First Assistant Clerk	24,975.91	77,490.61
1	1	1	Information & Technology Administrator	21,851.00	73,469.32
3	3	3	Legislative Assistant	20,800.00	61,992.49
2	2	2	Legislative Committee Clerk	20,800.00	61,992.49
1	1	1	Personnel Administrator-Council	21,851.06	77,490.61
1	1	1	Planning and Development Advisor	55,000.00	77,233.52
1	1	1	Policy Research Analyst	21,851.06	73,469.32
1	1	1	Public Relations Manager	21,851.00	77,490.61
0	1	1	Special Counsel	41,416.04	82,750.20
21	22	22			
62	63	63	TOTAL FULL TIME		
<u>PART TIME</u>					
0	0	1	Legislative Assistant	20,800.00	61,992.49
2	1	1	Special Counsel	41,416.04	82,750.20
2	1	2	TOTAL PART TIME		
64	64	65	TOTAL DIVISION		



OFFICE OF THE MAYOR

Frank G. Jackson, Mayor

The Mayor serves as Chief Executive Officer and Ex Officio President of the board of Control for the City. The Mayor's staff provides supervision and management assistance to City-funded neighborhood projects and City service operations.

Also, the Mayor's staff informs the Mayor on the operational status of various service programs and provides feedback on inquiries of members of Council and other government agencies, citizens, and the business community on programs that directly affect them.

PROGRAM NAME: MAYOR'S ACTION CENTER

OBJECTIVES: To handle complaints and inquiries received from the public in writing, by telephone, by e-mail, or from walk-in visitors.

ACTIVITIES: Refer complaints to the appropriate Department and respond to the citizen within ten (10) days. Follow-up to ensure prompt corrective action when necessary.

PROGRAM NAME: OFFICE OF COMMUNICATIONS

OBJECTIVES: To inform the citizens, city employees, the business community and all constituents of the Mayor's policies, issues confronting the executive branch of City government and the availability of city services. To coordinate ceremonial functions and special events and to promote the Mayor's initiatives.

ACTIVITIES: Communicate with local, regional and national media; coordinate mayoral communications to the general public and employees via electronic communication; manage the City's cable access television station and photographic bureau; research issues and create special documents, publications and speeches as needed; manage event requests for mayoral scheduling and create Mayoral ceremonial and presentation documents as needed.

PROGRAM NAME: GOVERNMENT AFFAIRS

OBJECTIVES: To promote, develop and maintain working partnerships with all international, federal, state, county, local government, and other external agencies on behalf of the city and oversee interaction and coordinate with Cleveland City Council.

ACTIVITIES: Establish and maintain relationships with international dignitaries, delegations or visitors; coordinate activities with international delegations; serve as liaison to local, state, and federal elected officials; monitor legislative activity and advise on legislative matters; state, county and local government relations; monitor Jackson Administration's appointments to internal and external boards and commissions.

OFFICE OF THE MAYOR

Expenditures

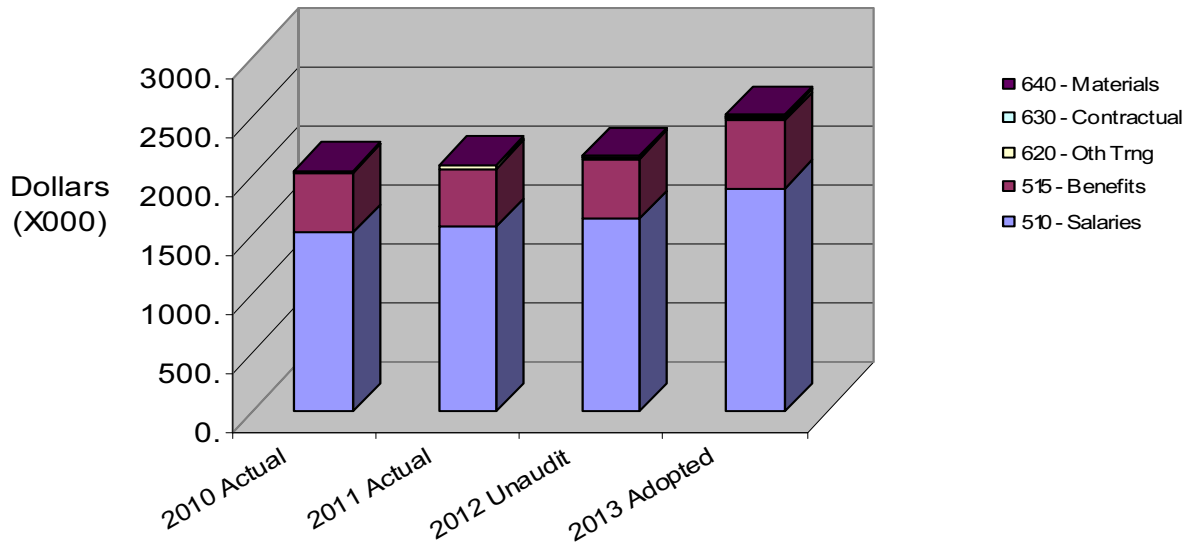
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 1,368,157	\$ 1,416,502	\$ 1,474,690	\$ 1,673,243
Elected Officials	132,775	132,775	135,597	142,023
Part-Time Permanent	13,469	13,636	14,078	20,000
Longevity	—	3,950	4,250	4,250
Separation Payments	2,401	—	3,393	50,000
	\$ 1,516,802	\$ 1,566,863	\$ 1,632,007	\$ 1,889,516
Benefits				
Hospitalization	\$ 175,816	\$ 172,469	\$ 178,559	\$ 215,569
Flex Save Admin Fees	—	—	60	—
Prescription	38,849	35,306	39,303	45,732
Dental	11,883	12,432	12,965	15,299
Vision Care	1,293	1,347	1,374	1,535
Public Employees Retire System	236,774	219,026	226,363	256,934
Fica-Medicare	21,803	22,372	23,347	22,711
Workers' Compensation	18,401	27,404	24,010	22,617
Life Insurance	1,129	1,069	1,039	1,128
	\$ 505,947	\$ 491,425	\$ 507,020	\$ 581,525
Other Training & Professional Dues				
Travel	\$ 6,419	\$ 15,253	\$ 14,289	\$ 15,000
Tuition & Registration Fees	4,445	2,099	739	4,500
Professional Dues & Subscript	2,460	5,866	5,983	5,700
	\$ 13,324	\$ 23,219	\$ 21,012	\$ 25,200
Contractual Services				
Professional Services	\$ 640	\$ 277	\$ 552	\$ 650
Mileage (Private Auto)	—	112	688	650
Security Services	93	—	—	600
Expense Account Reimbursement	147	580	339	600
Insurance And Official Bonds	100	100	250	200
	\$ 981	\$ 1,069	\$ 1,829	\$ 2,700
Materials & Supplies				
Office Supplies	\$ —	\$ 1,377	\$ —	\$ 900
Computer Supplies	—	313	—	3,000
Computer Software	—	—	560	—
Food	650	425	1,000	1,000
Other Supplies	—	80	—	—
Special Events Supplies	3,395	2,750	3,720	4,000
Just In Time Office Supplies	5,503	4,068	4,139	8,000
	\$ 9,548	\$ 9,012	\$ 9,419	\$ 16,900
Interdepart Service Charges				
Charges From Telephone Exch	\$ 35,009	\$ 27,112	\$ 26,124	\$ 29,657
Charges From Print & Repro	19,338	19,247	19,331	19,630
Charges From Central Storeroom	6,973	7,717	5,905	7,895
Charges From M.V.M.	31,070	21,180	15,847	13,328
	\$ 92,391	\$ 75,256	\$ 67,207	\$ 70,510
	\$ 2,138,993	\$ 2,166,845	\$ 2,238,494	\$ 2,586,351



Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Miscellaneous	\$ 380	\$ 425	\$ 259	\$ —
	\$ 380	\$ 425	\$ 259	\$ —

Mayor Expenditures by Appropriation



OFFICE OF THE MAYOR

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
6	6	6	Executive Assistant to the Mayor	50,795.78	183,340.00
1	1	1	Mayor	132,775.20	132,775.20
1	1	1	Secretary to the Mayor	50,795.00	183,340.00
17	17	18	Special Assistant to the Mayor	20,800.00	109,337.75
25	25	26	TOTAL FULL TIME		
<u>PART TIME</u>					
1	1	1	Special Assistant to the Mayor	20,800.00	109,337.75
1	1	1	TOTAL PART TIME		
26	26	27	TOTAL DIVISION		



OFFICE OF CAPITAL PROJECTS

Jomarie Wasik, Director

Mission Statement

To provide for the planning, designing, construction, and preservation of the city of Cleveland's facilities and infrastructure through: collaborative comprehensive planning; leadership in management; excellence in sustainable design and technical expertise and; quality construction based on fair administration, integrity and professionalism.

Ordinance No. 1332-10, passed November 22, 2010, established the Office of Capital Projects. In the Office of Capital Projects there are 4 divisions; the Division of Administration, the Division of Engineering and Construction, the Division of Architecture and Site Development and the Division of Real Estate.

The Office of Capital Projects administers the Capital Improvement Program (CIP) for the city. Activities include evaluating requests to lease, expand, vacate, alter, remodel or construct city owned space, land, facilities and infrastructure; recommending priorities for capital projects, based on linkage to citywide plans and condition assessments; providing direct oversight for major capital projects; developing and implementing standards for facilities and infrastructure to assure safe, sustainable, efficient design and construction of the city's assets.

OFFICE OF CAPITAL PROJECTS

Expenditures

	2010 Actual		2011 Actual		2012 Unaudited		2013 Budget	
Salaries and Wages								
Full Time Permanent	\$	—	\$	—	\$	2,633,546	\$	2,826,077
Part-Time Permanent		—		—		64,045		151,272
Longevity		—		—		19,950		21,375
Separation Payments		—		—		1,684		—
Overtime		—		—		15,169		—
	\$	—	\$	—	\$	2,734,394	\$	2,998,724
Benefits								
Hospitalization	\$	—	\$	—	\$	390,027	\$	429,532
Flex Save Admin Fees		—		—		300		—
Prescription		—		—		83,795		88,252
Dental		—		—		29,461		31,894
Vision Care		—		—		2,852		2,876
Public Employees Retire System		—		—		381,877		416,835
Fica-Medicare		—		—		35,541		40,431
Workers' Compensation		—		—		40,403		49,060
Life Insurance		—		—		2,053		2,073
Unemployment Compensation		—		—		2,820		—
Clothing Allowance		—		—		3,820		3,820
Clothing Maintenance		—		—		1,200		1,200
	\$	—	\$	—	\$	974,147	\$	1,065,973
Other Training & Professional Dues								
Travel	\$	—	\$	—	\$	3,262	\$	—
Tuition & Registration Fees		—		—		3,196		2,200
Professional Dues & Subscript		—		—		6,694		9,200
	\$	—	\$	—	\$	13,152	\$	11,400
Contractual Services								
Professional Services	\$	—	\$	—	\$	128,603	\$	179,000
Mileage (Private Auto)		—		—		6,668		6,900
Advertising And Public Notice		—		—		—		1,500
Appraisal Fees		—		—		9,250		14,000
Parking In City Facilities		—		—		12,661		13,250
Taxes		—		—		127,425		210,000
Property Rental		—		—		5,753		—
Equipment Rental		—		—		—		1,000
Other Contractual		—		—		575		500
	\$	—	\$	—	\$	290,934	\$	426,150

Expenditures (Continued)

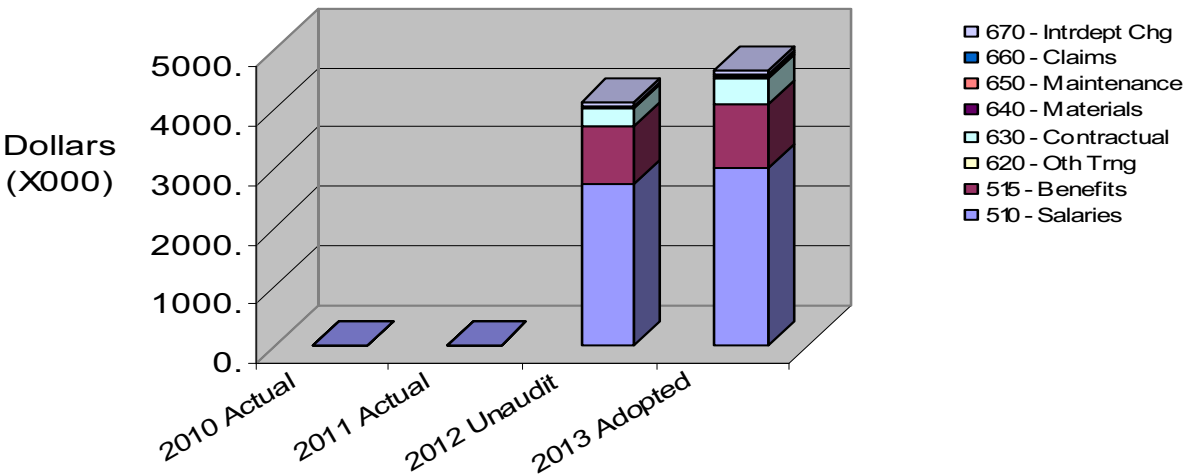
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Materials & Supplies				
Office Supplies	\$ —	\$ —	\$ 716	\$ 2,800
Computer Supplies	—	—	627	1,250
Computer Software	—	—	249	12,000
Boilers, Heaters & Cool Equip	—	—	—	1,000
Small Equipment	—	—	—	2,000
Hygiene And Cleaning Supplies	—	—	—	200
Photographic Supplies	—	—	—	1,000
Paper And Other Printing Suppl	—	—	2,352	4,500
Other Supplies	—	—	—	500
Bridge Maintenance Supplies	—	—	—	5,000
Safety Equipment	—	—	—	1,000
Just In Time Office Supplies	—	—	8,084	8,100
	\$ —	\$ —	\$ 12,028	\$ 39,350
Maintenance				
Maintenance Office Equipment	\$ —	\$ —	\$ 616	\$ 3,000
Computer Software Maintenance	—	—	21,462	25,000
	\$ —	\$ —	\$ 22,078	\$ 28,000
Claims, Refunds, Maintenance				
Judgements, Damages, & Claims	\$ —	\$ —	\$ 496	\$ —
	\$ —	\$ —	\$ 496	\$ —
Interdepart Service Charges				
Charges From Telephone Exch	\$ —	\$ —	\$ 8,225	\$ 36,078
Charges From Radio Comm System	—	—	3,931	4,361
Charges From Print & Repro	—	—	20,636	20,970
Charges From Central Storeroom	—	—	798	306
Charges From M.V.M.	—	—	31,707	26,666
Charges From Waste Collection	—	—	1,452	—
	\$ —	\$ —	\$ 66,749	\$ 88,381
	\$ —	\$ —	\$ 4,113,978	\$ 4,657,978

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ —	\$ —	\$ 24,019	\$ —
Licenses & Permits	—	—	81,875	227,000
Miscellaneous	—	—	1,195,844	1,200,300
	\$ —	\$ —	\$ 1,301,738	\$ 1,427,300

OFFICE OF CAPITAL PROJECTS

Capital Office Expenditures by Appropriation





COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	0	0	Administration Bureau Manager	40,314.82	132,061.01
1	1	1	Commissioner of Real Estate	40,314.82	121,901.44
1	0	0	Director of Capital Projects	50,795.81	176,729.77
0	1	1	Executive Assistant to the Mayor	50,795.78	183,340.00
0	2	2	Special Assistant to the Mayor	20,800.00	109,337.75
1	1	1	Superintendent of Sidewalks	22,333.40	63,607.63
4	5	5			
<u>ADMINISTRATIVE SUPPORT</u>					
2	2	2	Administrative Officer	20,800.00	52,979.99
1	1	1	Junior Personnel Assistant	20,800.00	39,367.76
2	2	2	Principal Clerk	14.88	20.10
5	5	5			
<u>PROFESSIONALS</u>					
1	1	1	Architect	10.00	30.55
1	0	0	Chief Architect	23,647.11	101,803.14
1	1	1	Chief Sidewalk Inspector	20,800.00	45,945.41
2	2	2	Construction Technician	12.02	23.32
6	6	6	Consulting Engineer	36,000.00	94,991.29
1	1	1	Deputy Project Director	20,092.80	62,836.42
1	1	1	Landscape Designer	10.00	28.86
1	1	1	Manager of Parks Rec Research & Planning	22,333.40	74,106.01
1	1	1	Manager of Site Development	22,333.40	74,106.01
0	1	1	Project Coordinator	27,325.56	90,294.89
2	2	2	Project Director	22,333.40	80,282.43
3	3	3	Section Chief Engineering and Construction	50,000.00	97,819.83
3	3	3	Senior Assistant Designer	10.00	24.59
1	1	1	Senior Budget and Management Analyst	26,273.96	78,265.22
1	1	1	Senior Landscape Architect	10.00	30.54
1	1	1	Supervisor of Site Development	20,800.00	53,900.54
1	1	1	Surveyor	10.00	27.39
2	2	2	Survey Party Chief	20,800.00	56,325.64
29	29	29			
<u>TECHNICIANS</u>					
0	0	1	Chief Engineering and Construction Inspector		
7	7	6	Engineering & Construction Inspector	19.05	21.05
1	0	1	Sidewalk Inspector	17.44	19.44
8	7	8			
46	46	47	TOTAL FULL TIME		
2	2	4	TOTAL PART TIME		
48	48	51	TOTAL DIVISION		

LANDMARKS COMMISSION

Robert Keiser, Secretary

Mission Statement

The Landmarks Commission is charged with the preservation of Cleveland's heritage of historic buildings, sites, and districts. The Commission identifies architecturally and historically significant buildings, sites, and districts as local landmarks, and it ensures that appropriate changes occur to those properties, according to the Secretary of the Interior's Standards for Rehabilitation.

The Landmarks Commission is an eleven-member board with the charge to safeguard the City's heritage through the preservation of historic buildings and districts. Seven members are appointed by the Mayor, two by the City Council President, and two serve by virtue of office. The Commission office is administered by two full time staff members. The Commission recommends buildings, sites or historic districts that are eligible for local designation as landmarks. It follows established criteria listed in the Landmarks Ordinance, Chapter 161 of the Codified Ordinances. Exterior changes to individual Landmarks or properties within historic districts are reviewed by the Landmarks Commission as part of the building permit process.

Neighborhood based design review committees act as advisory committees to the Landmarks Commission. The Commission staff conducts a continuing historic building and site survey of Landmark and National Register designation. The Cleveland Landmarks Commission acts as a Certified Local Government Grant in coordination with the State Historic Preservation Office and the National Park Service in National Register designation and cases involving 106 Environmental Reviews.

PROGRAM NAME: DESIGN REVIEW

OBJECTIVE: When large historic districts are created the Landmarks Commission creates local design review committees. The Design Review Committee makes recommendations to the Commission regarding design issues and architectural appropriateness.

ACTIVITY: The Landmarks Commission staff attends local Design Review Committee meetings. It prepares staff reviews of designs submitted by applicants to Design Review Committees. The Commission staff is also involved in the training and staff support to Design Review Committees.

PROGRAM NAME: PERMITS AND CASES

OBJECTIVE: The Landmarks Commission makes decisions regarding the granting of Certificates of Appropriateness for the issuance of building permits. The Landmarks Commission staff provides support to the Landmarks Commission for changes to historic property.

ACTIVITY: The Landmarks Commission staff prepares agendas, minutes, and evidence for Commission meetings. The staff meets with applicants about proposed changes to buildings that have been locally designated. The Landmarks staff reviews and approves many smaller cases on an administrative basis. It prepares larger cases for hearing before the Landmarks Commission, making recommendation on actions that need to be taken. This staff also maintains records of all decisions made by the Commission as well.



LANDMARKS COMMISSION

PROGRAM NAME: SURVEY

OBJECTIVE: The Landmarks Commission staff identifies buildings, sites, and historic districts for the purpose of Cleveland Landmark and National Register designation. Historic designation recognizes the importance of the property to the City, and may make historic Federal and State tax credits available to property owners.

ACTIVITY: The Landmarks Commission conducts surveys to assess the significance of historic buildings, sites, and districts and promote historical significance of Cleveland neighborhoods, on a continuing basis. Staff takes photographs, conducts historical and property research, writes architectural descriptions and statements of significance, and prepares legislation for Landmark designation.

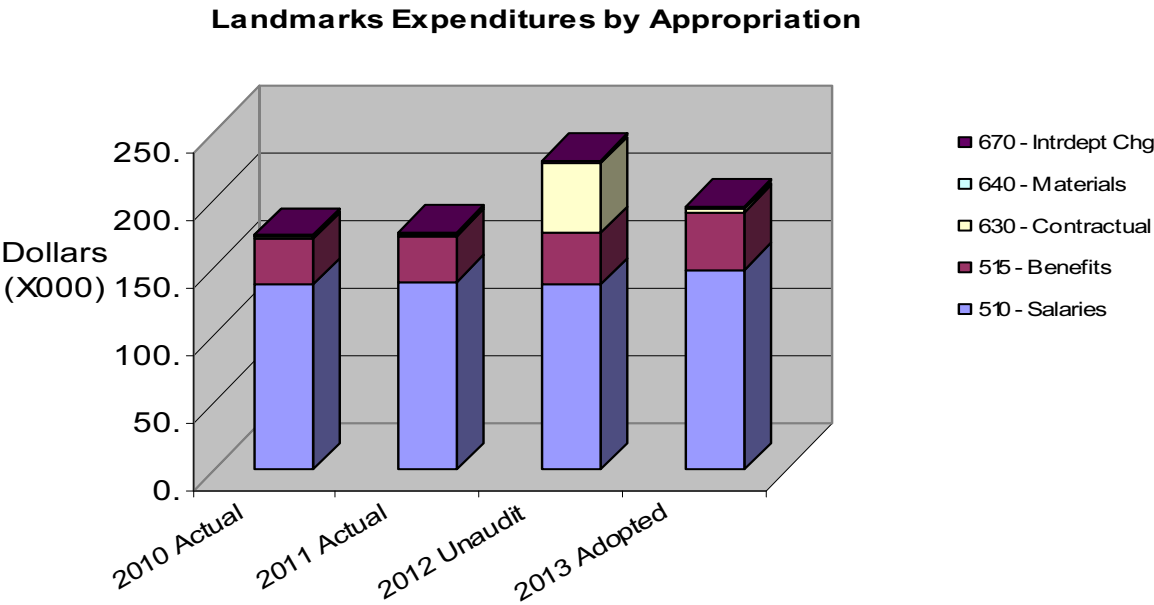
LANDMARKS COMMISSION

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 90,729	\$ 94,362	\$ 96,321	\$ 100,935
Board Members	46,887	44,179	39,575	46,073
Longevity	—	1,375	1,375	1,375
	\$ 137,616	\$ 139,915	\$ 137,271	\$ 148,383
Benefits				
Hospitalization	\$ 7,597	\$ 6,986	\$ 10,904	\$ 13,787
Prescription	2,135	2,135	3,233	3,782
Dental	493	537	886	1,112
Vision Care	103	113	118	118
Public Employees Retire System	21,268	19,642	18,971	20,775
Fica-Medicare	1,224	1,211	1,155	1,310
Workers' Compensation	790	2,486	2,144	1,889
Life Insurance	90	90	90	90
Unemployment Compensation	—	299	959	—
	\$ 33,700	\$ 33,499	\$ 38,460	\$ 42,863
Contractual Services				
Professional Services	\$ 853	\$ 750	\$ 50,948	\$ 1,230
Advertising And Public Notice	394	269	645	600
Parking In City Facilities	386	582	513	650
	\$ 1,634	\$ 1,601	\$ 52,107	\$ 2,480
Materials & Supplies				
Just In Time Office Supplies	\$ 447	\$ —	\$ 374	\$ 400
	\$ 447	\$ —	\$ 374	\$ 400
Interdepart Service Charges				
Charges From Print & Repro	\$ 862	\$ 1,335	\$ 1,145	\$ 1,151
Charges From Central Storeroom	158	363	196	275
	\$ 1,020	\$ 1,698	\$ 1,341	\$ 1,426
	\$ 174,418	\$ 176,714	\$ 229,553	\$ 195,552

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Miscellaneous	\$ 223	\$ 2	\$ 3	\$ —
	\$ 223	\$ 2	\$ 3	\$ —



LANDMARKS COMMISSION

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2012	December 2012	Budget 2013		Minimum	Maximum
			<u>PROFESSIONALS</u>		
1	1	1	Chief City Planner	30,000.00	82,781.08
1	1	1	City Planner	30,000.00	60,707.77
<u>2</u>	<u>2</u>	<u>2</u>	TOTAL FULL TIME		
			<u>BOARD MEMBERS</u>		
1	1	1	Chairman of Landmarks Commission	7,075.00	7,075.00
6	5	6	Member of Landmarks Commission	6,500.00	6,500.00
<u>7</u>	<u>6</u>	<u>7</u>	TOTAL BOARD MEMBERS		
<u>9</u>	<u>8</u>	<u>9</u>	TOTAL DIVISION		



BOARD OF BUILDING STANDARDS AND APPEALS

Antoinette Cobb, Executive Secretary

Mission Statement

To maintain and ensure high quality and safe standards in building construction by enforcing the Ohio Building code, the Cleveland Building Code, and the Cleveland Rehabilitation Code.

PROGRAM NAME: APPEALS REVIEW

OBJECTIVES: To fairly hear and decide cases objectively, involving the Ohio Building Code.

ACTIVITIES: To conduct bi-weekly inter-department staff related cases, meet with applicants and affected city officials, and recommend actions to the Board and adjudicate each case before the Board.

PROGRAM NAME: OHIO BUILDING CODE REVIEW

OBJECTIVES: To hear and decide cases involving the Ohio Building Code fairly and objectively.

ACTIVITIES: To hear testimony, interpret the OBC, and adjudicate each case before the Board at its bi-weekly meetings.

PROGRAM NAME: PERMITS AND CASES

OBJECTIVES: To fairly and objectively hear and decide any cases involving the issuance of violation notices, condemnation orders, adjudication orders, notices of non-conformance and similar administrative actions issued against City code.

ACTIVITIES: To conduct bi-weekly meetings, hear testimony by applicants, city officials, and members of the public regarding appeals from administrative action; and to interpret the relevant codes,

PROGRAM NAME: RECORD MAINTENANCE

OBJECTIVES: To maintain detailed records of proceeds of the Board of Building Standards and Building Appeals as required by Charter and laws of the State of Ohio.

ACTIVITIES: To maintain minutes, case files, and records for all appeals, and to commence conversion of records to digital format.

BOARD OF BUILDING STANDARDS AND APPEALS

Expenditures

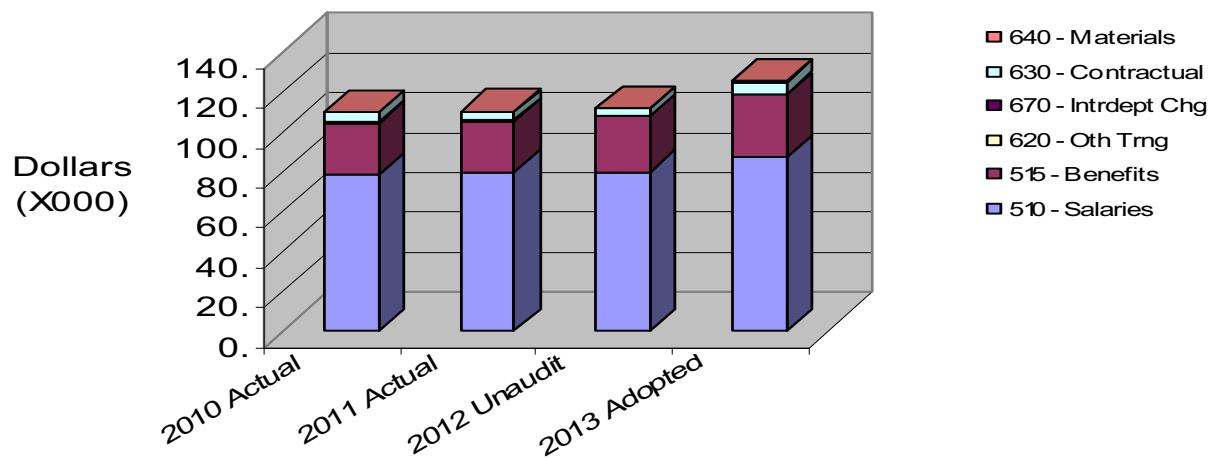
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 42,559	\$ 44,262	\$ 45,182	\$ 47,345
Board Members	35,935	34,760	33,745	39,136
Longevity	—	700	700	700
	\$ 78,494	\$ 79,722	\$ 79,627	\$ 87,181
Benefits				
Hospitalization	\$ 8,505	\$ 8,696	\$ 11,171	\$ 13,090
Prescription	2,457	2,457	2,576	2,636
Dental	679	739	770	816
Vision Care	52	56	59	59
Public Employees Retire System	12,096	11,151	11,141	12,205
Fica-Medicare	1,130	1,140	1,134	1,274
Workers' Compensation	885	1,418	1,222	1,095
Life Insurance	45	45	45	45
	\$ 25,848	\$ 25,704	\$ 28,117	\$ 31,220
Other Training & Professional Dues				
Professional Dues & Subscript	\$ 12	\$ —	\$ —	\$ 100
	\$ 12	\$ —	\$ —	\$ 100
Contractual Services				
Professional Services	\$ —	\$ —	\$ 169	\$ —
Court Reporter	4,338	3,466	2,983	5,000
Parking In City Facilities	536	922	753	720
	\$ 4,874	\$ 4,388	\$ 3,905	\$ 5,720
Materials & Supplies				
Office Supplies	\$ 240	\$ 112	\$ —	\$ 250
Just In Time Office Supplies	—	—	—	180
	\$ 240	\$ 112	\$ —	\$ 430
Interdepart Service Charges				
Charges From Telephone Exch	\$ 361	\$ 347	\$ 415	\$ 424
Charges From Print & Repro	1,979	2,984	2,513	2,543
Charges From Central Storeroom	1,703	3,282	2,874	3,013
	\$ 4,042	\$ 6,613	\$ 5,802	\$ 5,980
	\$ 113,510	\$ 116,539	\$ 117,450	\$ 130,631

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 29,245	\$ 24,975	\$ 18,910	\$ 25,000
Licenses & Permits	—	145	—	—
	\$ 29,245	\$ 25,120	\$ 18,910	\$ 25,000



Board of Building Standards & Appeals Expenditures by Appropriation



BOARD OF BUILDING STANDARDS AND APPEALS

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2012	December 2012	Budget 2013		Minimum	Maximum
			PROFESSIONALS		
1	1	1	Secretary to Board of Building Standards & Appeals	23,647.11	82,781.08
1	1	1	TOTAL FULL TIME		
			BOARD MEMBERS		
1	1	1	Chairman of Board of Building Standards & Appeals	9,545.00	9,545.00
4	4	4	Labor Member Alternate (Board Member)	260,000.00	313,784.64
5	5	5	TOTAL BOARD MEMBERS		
6	6	6	TOTAL DIVISION		



BOARD OF ZONING APPEALS

Jan Huber, Acting Secretary

Mission Statement

To interpret the City's Zoning Code and hear appeals from administrative actions and orders.

PROGRAM NAME: APPEALS REVIEW AND RECORDS MAINTENANCE

OBJECTIVES: To maintain high standards of Code interpretations and administration of the City's Zoning Code and to maintain detailed records of the proceedings of the Board of Zoning Appeals as required by the City Charter and Laws of the State of Ohio.

ACTIVITIES: To conduct weekly inter-departmental staff review of all Code related cases, including, when appropriate, a meeting with applicants and affected City Officials for an informed recommendation to the Board.

PROGRAM NAME: PERMITS AND ACTIONS

OBJECTIVES: To fairly and objectively hear and decide on actions involving the interpretation of the City's Zoning Code and any appeal within the authority of the Board from an administrative action or order that may be brought before it.

ACTIVITIES: To schedule public hearings for testimony by applicants, City Officials and relevant parties to the appeals regarding the Zoning Code interpretation or any other administrative action and adjudicate each case.

BOARD OF ZONING APPEALS

Expenditures

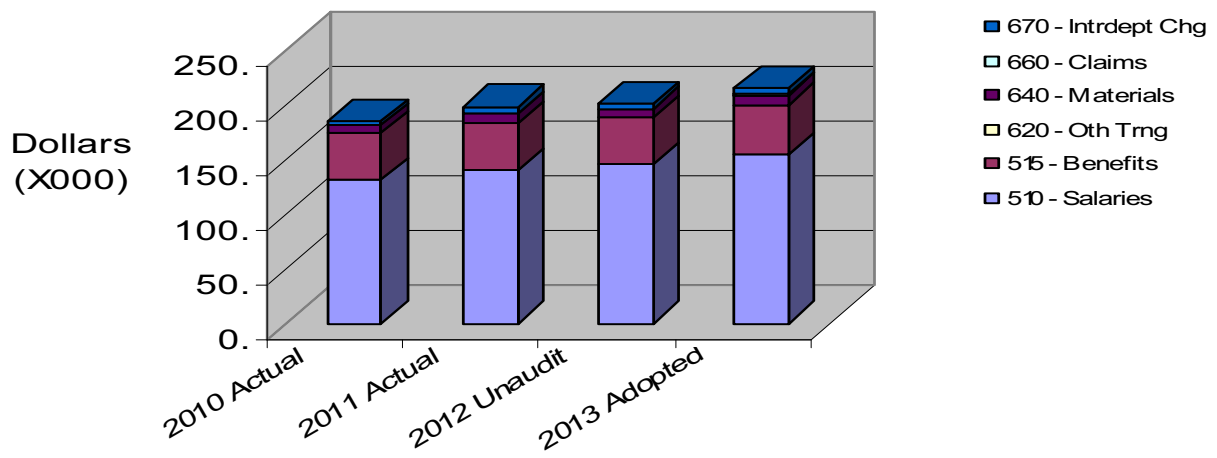
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 99,530	\$ 102,089	\$ 104,886	\$ 113,089
Board Members	31,855	36,742	39,675	39,684
Longevity	—	1,275	1,275	1,450
	\$ 131,384	\$ 140,106	\$ 145,836	\$ 154,223
Benefits				
Hospitalization	\$ 16,118	\$ 17,032	\$ 16,407	\$ 17,309
Prescription	1,067	1,067	1,120	1,146
Dental	925	1,008	1,049	1,112
Vision Care	133	137	140	140
Public Employees Retire System	20,624	19,366	20,157	21,593
Fica-Medicare	1,873	1,987	2,062	2,257
Workers' Compensation	1,599	2,374	2,147	2,006
Life Insurance	90	90	90	90
	\$ 42,428	\$ 43,061	\$ 43,173	\$ 45,653
Other Training & Professional Dues				
Tuition & Registration Fees	\$ —	\$ —	\$ —	\$ 300
	\$ —	\$ —	\$ —	\$ 300
Contractual Services				
Court Reporter	\$ 6,513	\$ 7,725	\$ 5,921	\$ 7,000
Parking In City Facilities	981	1,386	1,354	2,065
	\$ 7,494	\$ 9,111	\$ 7,275	\$ 9,065
Materials & Supplies				
Office Supplies	\$ 100	\$ 104	\$ 104	\$ 150
Just In Time Office Supplies	40	—	—	150
	\$ 140	\$ 104	\$ 104	\$ 300
Claims, Refunds, Maintenance				
Judgements, Damages, & Claims	\$ —	\$ —	\$ —	\$ 300
	\$ —	\$ —	\$ —	\$ 300
Interdepart Service Charges				
Charges From Telephone Exch	\$ —	\$ 44	\$ 53	\$ 47
Charges From Print & Repro	2,008	2,342	2,157	2,198
Charges From Central Storeroom	1,996	3,322	2,941	3,166
	\$ 4,004	\$ 5,708	\$ 5,151	\$ 5,411
	\$ 185,451	\$ 198,091	\$ 201,538	\$ 215,252

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 20,005	\$ 19,596	\$ 19,423	\$ 18,000
Miscellaneous	—	904	—	—
	\$ 20,005	\$ 20,500	\$ 19,423	\$ 18,000



Board of Zoning & Appeals Expenditures by Appropriation



BOARD OF ZONING APPEALS

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2012	December 2012	Budget 2013		Minimum	Maximum
			<u>ADMINISTRATIVE SUPPORT</u>		
1	1	1	Principal Clerk	14.88	20.10
1	1	1			
			<u>PROFESSIONALS</u>		
1	1	1	Project Coordinator	27,325.56	90,294.89
1	1	1			
2	2	2	TOTAL FULL TIME		
			<u>BOARD MEMBERS</u>		
1	1	1	Chairman of Board of Zoning Appeals	8,395.00	8,395.00
4	4	4	Member of Board of Zoning Appeals	7,820.00	7,820.00
5	5	5	TOTAL BOARD MEMBERS		
7	7	7	TOTAL DIVISION		



CIVIL SERVICE COMMISSION

Lucille Ambroz, Secretary

Mission Statement

To create and implement policies and procedures to acquire and promote qualified candidates for employment with the City of Cleveland.

PROGRAM NAME: POLICY-MAKING

OBJECTIVES: To promulgate and maintain Civil Service rules and policies, to conduct meetings and administrative hearings.

ACTIVITIES: Conduct regular board meetings to discuss and act upon related issues; hold hearings for disciplinary actions and other administrative actions.

PROGRAM NAME: RECORD MAINTENANCE

OBJECTIVES: To maintain accurate information regarding tests and certain personnel transactions for employees in the classified service of Civil service and to certify qualified candidates to appointing authorities for employment with the City.

ACTIVITIES: Prepare eligible lists from examination results; certify candidates for vacant positions; maintain seniority records for promotional examinations.

PROGRAM NAME: TESTING

OBJECTIVES: To conduct fair and valid examinations based on job responsibilities and qualifications and identify qualified individuals for employment.

ACTIVITIES: Conduct job analysis and develop and prepare examinations; prepare and distribute bulletins for test announcements; accept applications for test filings; test candidates, grade examinations and notify individuals of results.

CIVIL SERVICE COMMISSION

Expenditures

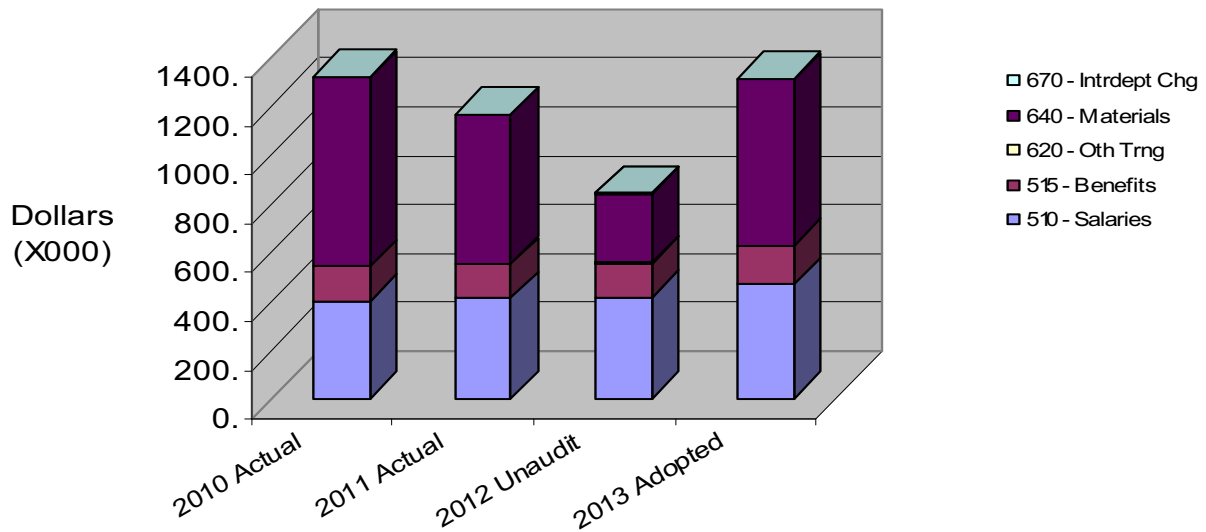
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 351,871	\$ 365,339	\$ 372,912	\$ 416,123
Board Members	39,646	39,675	39,609	39,676
Longevity	—	2,725	3,125	3,000
Overtime	7,552	3,945	121	10,000
	\$ 399,069	\$ 411,684	\$ 415,767	\$ 468,799
Benefits				
Hospitalization	\$ 53,707	\$ 52,245	\$ 53,643	\$ 63,981
Flex Save Admin Fees	—	—	60	—
Prescription	12,426	11,963	12,440	14,326
Dental	3,652	3,708	3,813	4,432
Vision Care	414	452	446	472
Public Employees Retire System	62,796	57,584	57,852	63,807
Fica-Medicare	5,089	5,237	5,279	5,943
Workers' Compensation	4,620	7,384	6,726	5,719
Life Insurance	360	360	334	360
	\$ 143,063	\$ 138,932	\$ 140,592	\$ 159,040
Other Training & Professional Dues				
Travel	\$ —	\$ —	\$ 265	\$ —
Tuition & Registration Fees	—	100	250	500
	\$ —	\$ 100	\$ 515	\$ 500
Contractual Services				
Professional Services	\$ 751,940	\$ 559,089	\$ 224,089	\$ 613,575
Court Reporter	8,942	11,042	8,409	14,000
Referee Services	10,402	7,000	13,500	14,000
Mileage (Private Auto)	—	13	158	—
Medical Services	—	35,044	35,000	35,000
Parking In City Facilities	665	2,319	940	1,000
	\$ 771,949	\$ 614,507	\$ 282,096	\$ 677,575
Materials & Supplies				
Office Supplies	\$ —	\$ 271	\$ —	\$ —
Postage	18	—	—	—
Other Supplies	41	17	45	—
Just In Time Office Supplies	2,406	773	2,787	3,600
	\$ 2,465	\$ 1,061	\$ 2,832	\$ 3,600
Interdepart Service Charges				
Charges From Telephone Exch	\$ 3,218	\$ 2,562	\$ 2,473	\$ 2,791
Charges From Print & Repro	12,651	9,687	10,142	12,000
Charges From Central Storeroom	3,616	9,220	6,567	9,220
Charges From M.V.M.	430	494	2,660	637
	\$ 19,915	\$ 21,963	\$ 21,843	\$ 24,648
	\$ 1,336,462	\$ 1,188,247	\$ 863,646	\$ 1,334,162

CIVIL SERVICE COMMISSION

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 700	\$ —	\$ —	\$ —
Fines, Forfeitures & Settlements	56,600	—	—	—
Miscellaneous	54,938	15,319	21,845	25,000
	\$ 112,238	\$ 15,319	\$ 21,845	\$ 25,000

Civil Service Expenditures by Appropriation



CIVIL SERVICE COMMISSION

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Secretary of the Civil Service Commission	25,011.85	96,445.08
1	1	1			
<u>ADMINISTRATIVE SUPPORT</u>					
1	1	1	Private Secretary	10.00	21.21
1	0	0	Senior Clerk	12.47	16.58
2	1	1			
<u>PROFESSIONALS</u>					
1	1	1	Chief Civil Service Examiner	26,273.96	70,807.15
1	1	1	Civil Service Examiner III	20,800.00	43,700.85
0	1	1	Civil Service Examiner II	20,800.00	50,162.59
1	1	1	Deputy Project Director	20,092.80	62,836.42
1	1	1	Personnel Administrator	26,273.96	82,493.55
1	1	1	Supervisor of Civil Service Records	20,800.00	56,847.22
5	6	6			
8	8	8	TOTAL FULL TIME		
5	5	5	TOTAL BOARD MEMBERS	7,820.00	8,395.00
13	13	13	TOTAL DIVISION		



COMMUNITY RELATIONS BOARD

Blaine Griffin, Director

Mission Statement

To promote amicable relations among the racial and cultural groups within the community.

The Community relations Board is responsible by City Ordinance for improving cross-cultural relationships in a city with a population, which reflects a wide diversity of racial, ethnic and religious heritage. The mission of the Board is to resolve community conflicts and ameliorate inequities based on racial and social biases, and develop pro-active strategies for affirmative actions and programs that promote multi-cultural harmony. The board's emphasis is upon the implementation of proactive activities that promotes diversity and unity. The board responds to resident complaints, investigates sources of community conflict and provides planning assistance and alternative dispute resolution techniques to residents and organizations for resolving neighborhood concerns and appreciating the value and importance of cultural openness and diversity to the well being and future development of the City of Cleveland.

Program activities focus on the most commonly identified concerns of the community which include police-community cooperation, youth and young adult intervention, culturally and socially segregated housing patterns and relationships involving our schools, youth and neighborhood residents. Primary functions are coordinating police-citizen committees; mediation, conciliation and alternative dispute resolution services; helping to develop community and human relations development activities; administering the City's law enforcement and community assistance protocol for the prevention of ethnic intimidation and response to victims; promoting multicultural arts and educational events; monitoring police professional standards and practices policy; planning and facilitating human relations training for police, city employees and community groups; coordinating multi-cultural dialogue groups; provide crisis response and violence interruption; referring youth to healthy alternatives.

PROGRAM NAME: COMMUNITY OUTREACH

OBJECTIVES: To promote cultural harmony and mutual understanding in the City of Cleveland by helping residents implement proactive strategies for resolving community concerns and developing mechanisms for people of all religious, racial or ethnic backgrounds to cooperatively improve the quality of life citizen to citizen, neighborhood to neighborhood and building sustainable relationships from Cleveland to the world.

ACTIVITIES: The Community Relations Board (Hereinafter referred to as the "CRB") provides planning assistance for groups and agencies who seek to promote positive social and cultural relationships in the community. The CRB investigates the sources and conditions of problems and complaints that are disruptive to the quality of life in the city neighborhoods, especially when an individual or group is violated because of their protected class (race, ethnicity, religion, sexual orientation, gender identity, familial status, etc.) The CRB assists in coordinating fair and equitable service delivery to Cleveland's multicultural and diverse population. The CRB administers the priority protocol for preventing and responding to racial and ethnic violence and intimidation in coordination with the police, prosecutor's office, the municipal and county courts and support service agencies. The CRB coordinates resident and organizational involvement through diverse and multi-cultural dialogue groups. The CRB maintains liaisons to individuals and groups interested in addressing the concerns and serving the special needs of various groups from the City of Cleveland's multicultural and diverse populations. The CRB establishes support networks and facilitate relationships to attain sustainable community networks. The CRB investigates and provides referral services for any complaint of discrimination based on the City of Cleveland's protected classes. The CRB provides conciliation services on referral from citizens, community organizations and institutions, the police and other city agencies.

COMMUNITY RELATIONS BOARD

PROGRAM NAME: COMMUNITY REENTRY

OBJECTIVES: The Community Relations Board identifies resources, provides referrals and advocacy for formerly incarcerated individuals that return to the City of Cleveland from correctional facilities.

ACTIVITIES: The Community Relation Board hosts workshops and resource fairs and refer formerly incarcerated individuals that return to our community to community and faith-based social services, training and employment opportunities. The CRB also has special programs to teach entrepreneurship and other skills to help the formerly incarcerated individuals help contribute our community. The CRB also provides advocacy for this group of individuals to help them overcome any potential barriers to social and economic inclusion in our society.

PROGRAM NAME: HUMAN RELATIONS CIVIL RIGHTS TRAINING AND COMMUNITY EDUCATION

OBJECTIVES: To support and direct members and staff in fulfilling the community relations goals of the Board and city government. To develop the skills of city employees and community groups that will increase community cooperation and minority participation in the productive life of the City. To increase public awareness of and confidence in the role of the Community Relations Board and City government for solving problems that strain inter-group relationships. To reduce racial and cultural stereotypes which create social inequalities, conflicts and instability.

ACTIVITIES: Perform curricula and program design. Provide human relations in-service training for police and city employees. Conduct human relations workshops for community groups and agencies. Provide mediation training for community and youth serving organizations and schools. Provide research evaluation, planning and administration. Conduct Community Relations Board meetings, sub-committees and special hearings. Provide information to the public. Coordinate community forums, conferences, and cultural events. Maintain contacts with all groups throughout the community that want to foster cultural unity and diversity. Review and evaluate existing community resources for mediations, human relations training and youth intervention.

PROGRAM NAME: POLICE/COMMUNITY COOPERATION AND SPECIAL EVENTS

OBJECTIVES: To create and strengthen mechanisms for cooperation between citizens and police; Enhance the professional skills of police officers to incorporate the community as a resource for effective law enforcement. To heighten police and citizens awareness of their roles and responsibilities related to the perception of public safety.

ACTIVITIES: The CRB administers police district citizen committees and zone meetings; Monitors the investigative standards and complaint practices of police; Coordinates Crime Prevention Fairs for the Division of Police; Provides human relations in-service training for police; Conducts community workshops, raining and conferences on safety and law enforcement; Coordinates the annual Cleveland Night Out Against Crime and district police/community awards ceremonies; Coordinates citywide court watch program to work with citizens to follow high profile case or cases of particular citizens interests; Develop and establish a Special Events section as a one-stop promoter's service for municipal service coordination.



COMMUNITY RELATIONS BOARD

PROGRAM NAME: ***YOUTH COMMUNITY DIVERSION/CRISIS & COMMUNITY INTERVENTION (OPERATION FOCUS)***

OBJECTIVES: This program is a joint effort between the Cleveland Division of Police and the Cuyahoga County Juvenile Court System. The program's purpose is to develop and administer accountability-based sanctions for first-time juvenile offenders of misdemeanor and status offenses. We believe that early intervention in the lives of first-time offenders will prevent some juveniles from committing future violations. The CRB has also initiated "Operation Focus." This intervention strategy is modeled after an evidence-based strategy utilized in other cities and recognized by the U.S. Dept of Justice best practice.

ACTIVITIES: Caseworkers administer accountability-based sanctions for first-time juvenile offenders of misdemeanors and status offenses. This program offers early intervention for youth to prevent future violations. Caseworkers also assess the needs of each individual child and family. They refer youth and their families to appropriate community resources and services. They give families options to deal with the difficulties their children are facing. Street outreach workers (Peacemaker Alliance) serve as violence interrupters by responding to hot spot areas to mediate between feuding groups and prevent youth violence. The Community Relations Board also conducts community interventions (Call Ins) to send a clear message to Group Member Individuals. The message is clear, "gun violence and open air drug markets will stop or their will be group-based accountability and sanctions."

COMMUNITY RELATIONS BOARD

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 695,502	\$ 716,145	\$ 710,575	\$ 798,561
Board Members	76,525	78,400	65,938	63,576
Part-Time Permanent	14,629	10,282	10,316	11,482
Longevity	—	5,250	6,650	6,375
Separation Payments	—	3,845	21,066	—
Overtime	—	—	371	—
	\$ 786,656	\$ 813,922	\$ 814,916	\$ 879,994
Benefits				
Hospitalization	\$ 114,080	\$ 109,765	\$ 112,757	\$ 116,517
Flex Save Admin Fees	—	—	60	—
Prescription	26,987	26,114	27,779	26,822
Dental	7,876	8,048	8,454	8,107
Vision Care	922	950	970	996
Public Employees Retire System	122,842	115,459	111,349	120,484
Fica-Medicare	9,319	9,510	9,599	10,910
Workers' Compensation	8,781	16,810	14,583	18,452
Life Insurance	713	705	712	723
Unemployment Compensation	666	—	—	—
	\$ 292,184	\$ 287,361	\$ 286,261	\$ 303,011
Other Training & Professional Dues				
Travel	\$ —	\$ —	\$ 758	\$ 800
Tuition & Registration Fees	210	—	580	600
Professional Dues & Subscript	—	—	—	130
	\$ 210	\$ —	\$ 1,338	\$ 1,530
Contractual Services				
Professional Services	\$ 1,662	\$ 1,086	\$ 995	\$ 1,500
Mileage (Private Auto)	3,416	4,139	5,886	4,600
Janitorial Services	—	—	637	500
Advertising And Public Notice	700	120	420	700
Program Promotion	208	250	150	300
Parking In City Facilities	2,300	3,291	2,054	3,000
Local Match-Grant Programs	8,829	—	5,948	3,557
	\$ 17,115	\$ 8,886	\$ 16,090	\$ 14,157
Materials & Supplies				
Office Supplies	\$ —	\$ 58	\$ —	\$ —
Food	621	1,029	1,166	1,500
Other Supplies	—	274	—	—
Special Events Supplies	2,178	2,062	4,332	2,500
Just In Time Office Supplies	2,612	—	2,102	2,000
	\$ 5,410	\$ 3,423	\$ 7,600	\$ 6,000



COMMUNITY RELATIONS BOARD

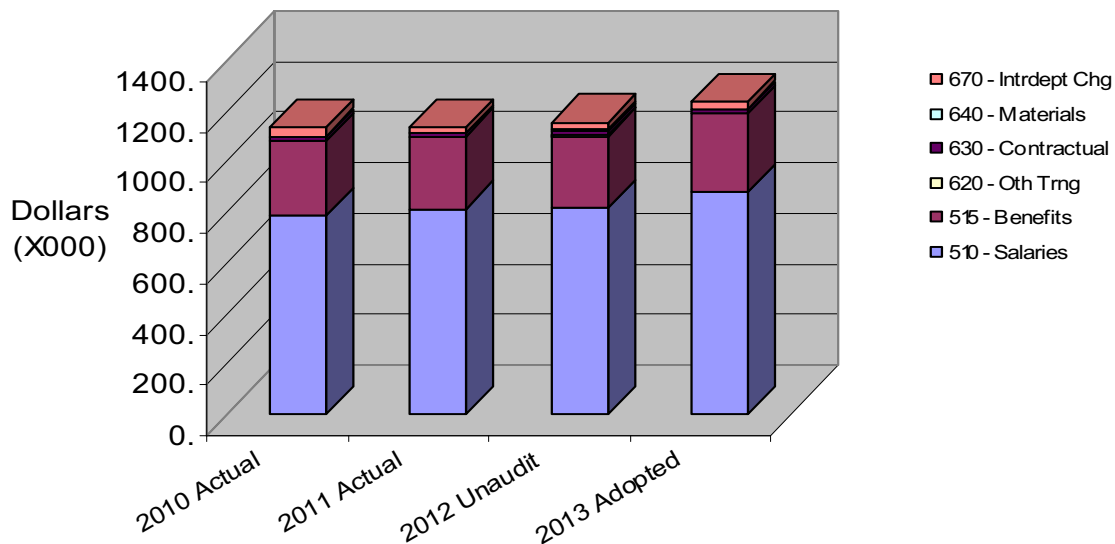
Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Interdepart Service Charges				
Charges From Telephone Exch	\$ 10,803	\$ 8,187	\$ 6,252	\$ 7,785
Charges From Print & Repro	14,349	10,123	17,637	16,140
Charges From Central Storeroom	4,173	4,106	4,386	4,855
Charges From M.V.M.	2,714	331	1,084	162
	\$ 32,040	\$ 22,746	\$ 29,360	\$ 28,942
	\$ 1,133,615	\$ 1,136,337	\$ 1,155,564	\$ 1,233,634

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Miscellaneous	\$ 846	\$ 387	\$ 479	\$ —
	\$ 846	\$ 387	\$ 479	\$ —

Community Relations Board Expenditures by Appropriation



COMMUNITY RELATIONS BOARD

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>PROFESSIONALS</u>					
1	1	1	Administrative Assistant	21,851.06	73,469.32
1	2	2	Case Worker II	14.03	20.20
2	1	2	Community Relations Rep. I	10.00	19.29
1	1	1	Community Relations Rep. II	10.00	23.32
1	1	1	Community Relations Rep. III	10.00	28.86
4	4	4	Project Coordinator	27,325.56	90,294.89
4	4	4	Project Director	22,333.40	80,282.43
14	14	15	TOTAL FULL TIME		
<u>PART TIME</u>					
1	1	1	Administrative Officer	20,800.00	52,979.99
1	1	1	TOTAL PART TIME		
<u>BOARD MEMBERS</u>					
1	1	1	Exec. Director Community Relations Board	50,795.81	176,729.77
14	14	14	Member of Community Relations Board	4,500.00	5,075.00
15	15	15	TOTAL BOARD MEMBERS		
30	30	31	TOTAL DIVISION		



CITY PLANNING COMMISSION

Robert Brown, Director

Mission Statement

The mission of the City Planning Commission is to ensure beneficial physical and social development for the City through long-range planning and capital improvements planning, and to provide a coordinating role with regard to physical development projects and public improvements.

The City Planning Commission is comprised of seven members, six of whom are mayoral appointments and the seventh is an appointment of City Council. The Planning Commission is responsible for adopting and maintaining a General Plan for the City, maintaining the City's Zoning Map and Code, undertaking capital improvements planning, and conducting design review in neighborhood and downtown districts. The Commission is responsible for reviewing and acting upon all legislation regarding planning, zoning, capital improvements, and physical development.

The City Planning department is staff to the City Planning Commission and provides a variety of planning services to the Mayor, City Council, City departments, neighborhood organizations, and the general public.

PROGRAM NAME: ADMINISTRATIVE SERVICES

OBJECTIVES: To provide financial, personnel and logistical support to the operating sections of City Planning Commission staff.

ACTIVITIES: Preparation and monitoring of departmental budget, grant, and contract administration, personnel management, provision of mapping and secretarial services; maintenance of the City's street line and lot line base map series, and preparation of GIS computerized mapping products.

PROGRAM NAME: CITYWIDE PLANNING

OBJECTIVES: To provide ongoing planning services necessary to facilitate appropriate development and revitalization, and to prepare comprehensive plans for the city and its districts.

ACTIVITIES: Preparation and updating and implementation of a comprehensive Citywide Plan; coordination of planning for the lakefront, riverfront, Euclid Corridor, Inner belt and other large-scale planning districts; coordination of streetscape improvements; capital improvement planning; and analysis and dissemination of statistical information, including ensuring a complete count in the decennial U.S. Census.

PROGRAM NAME: PLANNING ADMINISTRATION

OBJECTIVES: To ensure effective and expeditious action on all mandatory legislative referrals and design reviews within applications subject to City Planning approval.

ACTIVITIES: Review of all legislation referred to the Planning Commission; review of project design within the City's design review districts; provision of staff support to the City Planning Commission and its Design Review Advisory Committee.

PROGRAM NAME: URBAN DESIGN

OBJECTIVES: To provide design services and to prepare urban design plans necessary to facilitate appropriate development principally in neighborhood business districts, the central business district, and along the lakefront.

ACTIVITIES: Preparation of urban design plans for districts and large-scale projects; preparation of design guidelines; evaluation of design elements of development projects; provision of design assistance to City departments, City Council, neighborhood organizations, developers and citizens.

CITY PLANNING COMMISSION

PROGRAM NAME: ZONING ADMINISTRATION

OBJECTIVES: To ensure that the City has an up-to-date Zoning Code and Zoning Map and to provide professional advice to the City Planning Commission, the Board of Zoning Appeals, and the City Council regarding matters pertaining to the Zoning Code and Zoning Map.

ACTIVITIES: Preparation of zoning studies and legislation amending the City's Zoning Code or Zoning Map; review of Zoning Appeals and Zoning Code and Zoning Map changes; provision of staff support to the City Planning Commission and the City Planning Committee of Council; maintenance of the City's official zoning map series.



Expenditures

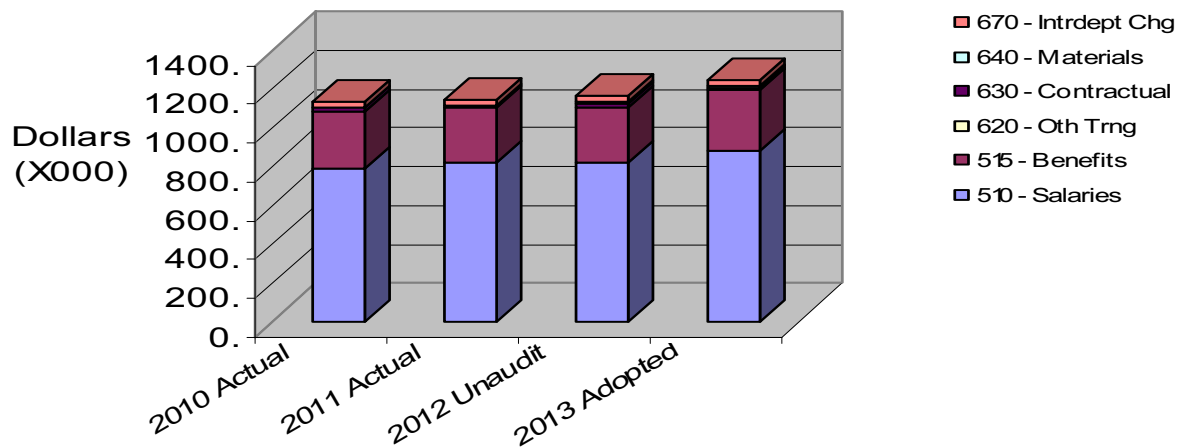
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 971,514	\$ 968,182	\$ 886,181	\$ 1,049,093
Board Members	41,280	41,280	41,280	41,272
Part-Time Permanent	56,278	65,492	82,058	30,000
Longevity	—	10,275	8,300	7,975
Separation Payments	—	4,320	29,094	—
	\$ 1,069,072	\$ 1,089,549	\$ 1,046,912	\$ 1,128,340
Benefits				
Hospitalization	\$ 112,816	\$ 114,097	\$ 93,337	\$ 130,046
Flex Save Admin Fees	—	—	60	—
Prescription	18,045	17,840	12,919	20,514
Dental	7,858	8,344	6,367	8,968
Vision Care	990	1,045	909	1,087
Public Employees Retire System	168,042	152,183	142,483	157,971
Fica-Medicare	10,124	10,525	10,921	12,993
Workers' Compensation	12,677	19,315	16,696	14,402
Life Insurance	855	810	695	819
	\$ 331,407	\$ 324,159	\$ 284,387	\$ 346,800
Other Training & Professional Dues				
Travel	\$ —	\$ —	\$ 359	\$ 650
Tuition & Registration Fees	—	365	358	600
	\$ —	\$ 365	\$ 717	\$ 1,250
Contractual Services				
Advertising And Public Notice	\$ —	\$ —	\$ 83	\$ 300
Parking In City Facilities	3,404	5,410	4,228	4,500
Other Contractual	12,097	25,441	58,000	49,000
	\$ 15,501	\$ 30,851	\$ 62,310	\$ 53,800
Materials & Supplies				
Office Supplies	\$ 2,370	\$ 8,823	\$ 2,070	\$ 1,500
Computer Hardware	—	1,406	804	—
Computer Software	—	—	311	—
Other Supplies	—	—	89	—
Just In Time Office Supplies	6,243	—	1,729	6,500
	\$ 8,613	\$ 10,229	\$ 5,003	\$ 8,000
Interdepart Service Charges				
Charges From Telephone Exch	\$ 4,460	\$ 4,112	\$ 4,097	\$ 4,456
Charges From Print & Repro	19,801	9,600	4,347	7,834
Charges From Central Storeroom	1,276	1,818	1,466	1,748
Charges From M.V.M.	3,083	4,443	13,854	5,651
	\$ 28,620	\$ 19,973	\$ 23,764	\$ 19,689
	\$ 1,453,212	\$ 1,475,125	\$ 1,423,093	\$ 1,557,879

CITY PLANNING COMMISSION

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Miscellaneous	\$ 1	\$ 14	\$ 4	\$ —
	<u>\$ 1</u>	<u>\$ 14</u>	<u>\$ 4</u>	<u>\$ —</u>

City Planning Commission Expenditures by Appropriation





COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Administrator of Engineering & Planning	30,214.95	112,526.46
1	1	1	Director of Planning	50,795.81	176,729.77
1	1	1	Secretary to the Director	36,590.39	142,340.94
3	3	3			
<u>ADMINISTRATIVE SUPPORT</u>					
1	1	1	Secretary	10.00	17.69
1	1	1			
<u>PROFESSIONALS</u>					
2	2	2	Assistant Administrator	20,800.00	56,847.22
5	3	4	Chief City Planner	30,000.00	82,781.08
5	7	7	City Planner	30,000.00	60,707.77
0	0	1	Office Manager	20,800.00	49,669.98
1	0	0	Senior Assistant City Planner	10.00	24.59
13	12	14			
17	16	18	TOTAL FULL TIME		
<u>PART TIME</u>					
1	1	0	Administrative Officer	20,800.00	52,979.99
1	1	1	City Planner	30,000.00	60,707.77
1	1	0	Chief City Planner	30,000.00	82,781.08
3	3	1	TOTAL PART TIME		
<u>BOARD MEMBERS</u>					
6	6	6	Member of City Planning Commission	7,820.00	7,820.00
6	6	6	TOTAL BOARD MEMBERS		
26	25	25	TOTAL DIVISION		

BOXING AND WRESTLING COMMISSION

Abdul A. Muhaymin, Chairman

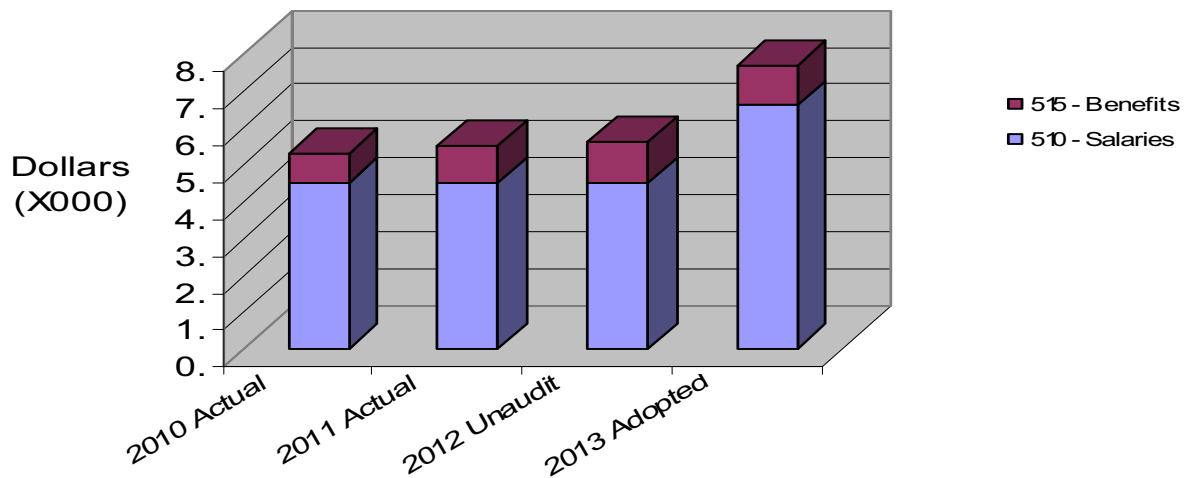
The Commission approves and supervises all amateur boxing contests and professional wrestling exhibitions. Other commission duties include training and furnishing officials for all bouts, as well as overseeing tickets, receipts and fund disbursements.

BOXING AND WRESTLING COMMISSION

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Board Members	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400
Part-Time Permanent	2,100	2,100	2,100	4,200
	\$ 4,500	\$ 4,500	\$ 4,500	\$ 6,600
Benefits				
Public Employees Retire System	\$ 682	\$ 630	\$ 604	\$ 924
Fica-Medicare	65	65	65	96
Workers' Compensation	50	81	69	62
Unemployment Compensation	—	230	368	—
	\$ 798	\$ 1,007	\$ 1,106	\$ 1,082
	\$ 5,298	\$ 5,507	\$ 5,606	\$ 7,682

Boxing & Wrestling Expenditures by Appropriation



BOXING AND WRESTLING COMMISSION

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2012	December 2012	Budget 2013		Minimum	Maximum
<u>BOARD MEMBERS</u>					
1	1	1	Chairman Boxing & Wrestling Commission	2,400.00	2,400.00
2	1	2	Commission Member	2,100.00	2,100.00
3	2	3	TOTAL BOARD MEMBERS		
3	2	3	TOTAL DIVISION		



OFFICE OF EQUAL OPPORTUNITY

Natoya J. Walker Minor, Chief

Mission Statement

To advance equal economic benefit for all Clevelanders by ensuring compliance with contractor goals and requirements, by providing development and support activity for target groups, and by overall advocacy, with a commitment to excellent public service.

The Office is responsible for the administration, monitoring and enforcement of the City of Cleveland Area Small Business Code, and the Fannie M. Lewis Cleveland Resident Employment Law programs, Cleveland 187 and 188 of the Codified Ordinances of the City, respectively. Goals are to increase participation for target local businesses and resident in City contracts and to evaluate the workforce of all contractors to determine compliance with affirmative action goals. The OEO supports business development for certified businesses by providing support and technical assistance.

PROGRAM NAME: CLEVELAND AREA BUSINESS CODE

OBJECTIVES: To maximize target businesses in participation of city contracts.

ACTIVITIES: Certify Cleveland Small Businesses (CSB), Minority Business Enterprises (MBE), Female Business Enterprises (FBE) Local Producer Enterprises (LPE), Sustainable Urban Business Enterprises (SUBE), evaluate bids and monitor their participation on city contracts. Monitor Affirmative Action Compliance in companies doing business with the city.

PROGRAM NAME: FANNIE M. LEWIS CLEVELAND RESIDENT EMPLOYMENT LAW

OBJECTIVES: Enforce compliance and increase participation of Cleveland residents working on construction projects awarded in excess of \$100,000.

ACTIVITIES: Monitor and enforce compliance with the Fannie M. Lewis Cleveland Resident Employee Law (Chapter 188) effective January 1, 2004, requiring twenty percent Cleveland residents on construction contracts \$100,000 or more. Provide monthly reports to the administration and to City Council. Outreach as appropriate.

PROGRAM NAME: OUTREACH

OBJECTIVES: To support and provide development opportunities for businesses certified with the office.

ACTIVITIES: Purchasing advertising as appropriate in periodicals as well as supporting local business partners. Provide and support seminars and workshops such as "How to do Business with the City" and the certification process including the advantages of CSB/MBE/FBE certification and sponsor the James H. Walker Construction Management Course.

OFFICE OF EQUAL OPPORTUNITY

Expenditures

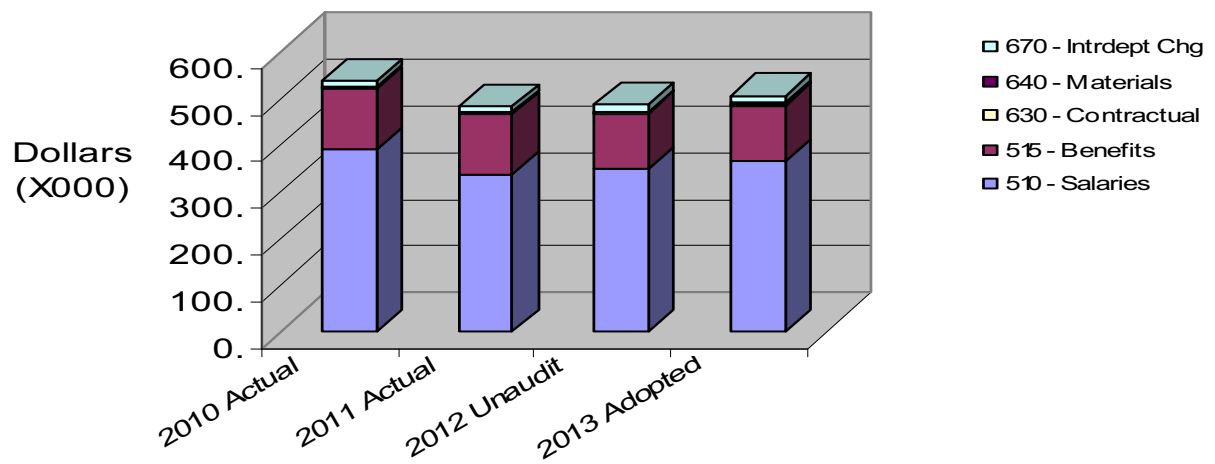
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 389,863	\$ 329,818	\$ 346,800	\$ 363,651
Longevity	—	1,275	1,400	2,000
Separation Payments	—	7,006	—	—
	\$ 389,863	\$ 338,099	\$ 348,200	\$ 365,651
Benefits				
Hospitalization	\$ 39,247	\$ 46,940	\$ 42,415	\$ 42,790
Flex Save Admin Fees	—	—	60	—
Prescription	10,045	10,082	11,427	12,148
Dental	2,637	3,301	3,194	3,211
Vision Care	465	458	470	472
Public Employees Retire System	65,681	46,711	48,693	51,191
Fica-Medicare	4,955	4,134	4,219	4,643
Workers' Compensation	2,203	7,044	5,181	4,790
Life Insurance	405	368	353	360
Unemployment Compensation	5,172	9,146	2,955	—
	\$ 130,810	\$ 128,183	\$ 118,966	\$ 119,605
Contractual Services				
Parking In City Facilities	\$ 1,232	\$ 2,204	\$ 1,920	\$ 2,000
	\$ 1,232	\$ 2,204	\$ 1,920	\$ 2,000
Materials & Supplies				
Office Supplies	\$ —	\$ 530	\$ —	\$ —
Just In Time Office Supplies	2,544	—	1,092	3,000
	\$ 2,544	\$ 530	\$ 1,092	\$ 3,000
Interdepart Service Charges				
Charges From Telephone Exch	\$ 2,922	\$ 4,054	\$ 2,837	\$ 3,259
Charges From Print & Repro	5,827	6,797	8,809	8,127
Charges From Central Storeroom	2,110	1,950	1,505	2,133
Charges From M.V.M.	595	1,318	2,686	2,259
	\$ 11,455	\$ 14,119	\$ 15,838	\$ 15,778
	\$ 535,903	\$ 483,135	\$ 486,017	\$ 506,034

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Miscellaneous	\$ 17,049	\$ 15,074	\$ 17,680	\$ 15,000
	\$ 17,049	\$ 15,074	\$ 17,680	\$ 15,000



Office of Equal Opportunity Expenditures by Appropriation



OFFICE OF EQUAL OPPORTUNITY

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Minority Business Development Administrator	27,325.56	77,502.92
1	1	1			
<u>ADMINISTRATIVE SUPPORT</u>					
1	1	1	Private Secretary to the Director	20,800.00	47,550.25
1	1	1			
<u>PROFESSIONALS</u>					
1	1	1	Administrative Manager	27,193.55	101,816.22
1	1	1	Assistant Administrator	20,800.00	56,847.22
4	0	0	Assistant Contract Compliance Officer	20,092.80	56,847.22
0	4	4	Contract Compliance Officer	26,273.96	70,807.15
6	6	6			
8	8	8	TOTAL FULL TIME		
8	8	8	TOTAL DIVISION		



General Government

CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION

Ronald B. Adrine, Administrative And Presiding Judge

Mission Statement

To ensure the rule of law, administer justice and to improve public safety, by providing a forum where persons obtain the orderly resolution of disputes and related services; all done in a fair, impartial, professional, courteous, and timely manner.

The Cleveland Municipal Court is a court of record having jurisdiction in law and equity pursuant to the Ohio Revised Code. The Court has territorial jurisdiction over the City of Cleveland and the Village of Bratenahl. The Court may determine misdemeanor violations of both the City of Cleveland Ordinances and the state of Ohio statutes. The court conducts preliminary hearings and sets bonds in felony cases committed in the City of Cleveland. In civil matters, the Small Claims Division of the Court can determine actions where the amount in controversy does not exceed \$3,000.00. The General Division of the Court can determine civil cases where the amount in controversy does not exceed \$15,000.00. These civil cases can include, but are not limited to, actions for the recovery of property, injunctions, contracts, personal injury, collection proceedings, and transferred judgments.

COMMUNICATION AWARENESS PROJECT (CAP)

The Cleveland Municipal Court has another tool for supervising defendants who need educational intervention, when anger management and other traditional referrals may not be adequate. The Communication Awareness Project (CAP) will teach conflict resolution skills and civility to individuals who have experienced a negative interaction with peers, neighbors, co-workers, employers, teachers, and even strangers. CAP referrals may be appropriate for individuals who have been charged with offenses such as: assault, criminal damaging, menacing, discharging firearms, ethnic intimidation, minor's curfew, vicious dogs and sexual harassment. The two hour class is taught at the Cuyahoga Community College Metropolitan Campus every other month.

COMMUNITY ORIENTATION PROGRAM (COP)

In an effort to improve the relations between the community and police, the Community Orientation Program (COP) was created. Individuals who have been convicted of offenses which resulted in negative interaction with the police are required to attend. COP is an education program which teaches the rights and responsibilities of citizens when they encounter the police. The goal of the program is to educate participants on what they should and should not do when they encounter the police. The two hour class is taught by an attorney and commander of the Cleveland Police. The class provides information from both legal and police perspectives. This balanced approach provides an opportunity for instruction and dialogue between an attorney, police officer and participants. The presence of the police officer allows for a positive exchange with a law enforcement officer in a neutral, non-confrontational environment. The class is taught at Cuyahoga Community College Metro Campus.

DEDICATED DOMESTIC VIOLENCE DOCKET (DDVD)

The Dedicated Domestic Violence Docket/Deferred Judgment Program was established in 2007 under the leadership of Judge Ronald B. Adrine to improve court responses to domestic violence, increase offender accountability and enhance victim safety. This specialized treatment of domestic violence cases has proven to be effective by the coordinated court response with law enforcement, prosecutors, advocates, judges and probation officers. This docket currently serves three of the city's five police districts and will eventually serve the entire city. Three judges are assigned to hear all cases designated as appropriate for the DDVD. Compliance hearings are held for all DDVD cases assigned to probation supervision to ensure that all conditions of probation are being met.

CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION

DOMESTIC INTERVENTION, EDUCATION AND TRAINING PROGRAM (DIET)

The Domestic Intervention, Education and Training Program (DIET) began in 2006 with grant funding from the State of Ohio's Department of Rehabilitation and Correction for local community sanction activities. The program was developed and is operated by the Probation Department with the objective of diverting 300 offenders charged with domestic violence related offenses to participate in a psychosocial education program in lieu of incarceration. DIET offenders must attend one, two-hour session per week for 16 weeks. Each session, which averages 15 participants, is being led by two qualified staff facilitators who stress one of the eight themes: non-violence, non-threatening behavior, respect, support and trust, accountability and honesty, sexual respect, partnership and negotiation, and fairness.

The DIET program also serves the Cuyahoga County Court of Common Pleas and 12 suburban municipal courts.

DRUG COURT

In 1998, Cleveland Municipal Court accepted a federal grant in the amount of \$385,000 to establish the Greater Cleveland Drug Court.

Drug court, currently under the direction of Judge Anita Laster Mays, may be offered to a felony offender charged with a fourth or fifth degree level possession of a controlled substance, who has only one non-violent felony conviction and is chemically-dependent. Defendants are required to enter a plea of guilty to a first degree misdemeanor. The sentence is held in abeyance pending successful completion of the program. Upon successful completion of drug court and payment of a supervision fee, a participant's guilty plea is vacated, the charge(s) dismissed and the case sealed or expunged.

The drug court offers substance abuse prevention, treatment and recovery support assistance provided by contracted providers certified by the Ohio Department of Alcohol and Drug Addiction Services. Services include outpatient, intensive outpatient, residential treatment and recovery support. If needed, mental health treatment services are also available. As a sanction-based program participants are randomly drug tested at least once per week for a year to ensure abstinence.

Over 1200 people have successfully completed the Greater Cleveland Drug Court Program.

GET ON TRACK (GOT)

Recognizing the link between the lack of education and crime, the Cleveland Municipal Court has partnered with several education providers and other community agencies to launch a "school, not jail" initiative, called Get on Track (GOT) in 2006. These organizations include, among others, Cuyahoga Community College, Project LEARN, Seeds of Literacy, Employment Connection and Amer-I-Can, to develop a holistic approach to enable young men and women to become responsible adults and law-abiding, contributing members of society.

This unique program emphasizes the importance of having a basic education, sustained employment, meaningful life skills, good character and a positive attitude. It also encourages and facilitates the participants to acquire a valid driver's license and insurance.

Averaging 35 referrals a month, over 300 people have graduated from the Get on Track program, which now gets participants from East Cleveland, Bedford and the Cuyahoga County Common Pleas Court.



MENTAL HEALTH DOCKET

The Mental Health Docket operates in cooperation with area community mental health agencies to provide intensive supervision to offenders living with the challenges of mental illness. The Cleveland Municipal Court has recognized the need for behavioral health services, case management and supervision for clinically diagnosed mentally ill and/or developmentally disabled offenders to remain in the community and function as healthy, law-abiding citizens and to reduce the likelihood that they will come back into the criminal justice system as offenders.

The Judges of the Cleveland Municipal Court identify defendants with possible mental health issues. An assessment of the defendant is made via in-depth interview by the Court Psychiatric Unit to determine whether the defendant is a candidate for the Mental Health Docket, currently under the direction of Judge Pauline H. Tarver.

If eligible, after placement into the program the offender may be linked to a variety of community programs and agencies with the assistance of specially trained Probation Officers. Certain offenders may be offered a full range of services provided by agency providers, including forensic psychiatry, medication management, intensive outpatient substance abuse treatment for dually diagnosed offenders, partial hospitalization services and support services.

MOCK TRIAL

The annual Mock Trial Competition, sponsored by the Cleveland Municipal Court, the Cleveland Metropolitan School District and the Cleveland Bar Association, is going into its 17th year. The program, under the direction of Judge Lauren C. Moore, involves 250-350 Cleveland students and their teachers who end up spending an entire day at the Justice Center presenting both sides of a hypothetical case that is based upon similar cases before the court, such as stalking, driving under the influence, and children getting access to firearms. The ultimate aim of the Mock Trial Competition is to improve student listening, speaking and reasoning skills.

PROJECT HOPE

Project HOPE (Holistic Opportunities and Preventive Education) is the Cleveland Municipal Court's Solicitation / Prostitution Offender Intervention Program. Under the direction of Judge Angela R. Stokes, Project HOPE is committed to intervening in the criminal justice process at the earliest possible time to identify potential qualified candidates for a specialized, intensive diversion and to help these offenders help themselves by providing a temporary safe haven offering permanent life tools to permanently break the cycle of prostitution.

REDIRECTING OUR CURFEW KIDS (ROCK)

In response to approximately 3,000 day and night minor curfew citations received each year, the Cleveland Municipal Court created R.O.C.K., Redirecting Our Curfew Kids, a diversion program for parents or guardians who are issued citations for a minor's curfew violation. Participants are given 90 days to fulfill the requirements, which include one monthly parent meeting, a parent/teacher conference for the child, and four hours of community service for the child at the Boys and Girls Club or City Mission. There is a \$25 dollar fee for the ROCK Program. Successful participation means parents are involved in the school, the child is held accountable for his or her actions and the case will be dismissed.

SELECTIVE INTERVENTION PROGRAM (SIP)

The Selective Intervention Program (SIP), which started in 1984, is a diversionary program for criminal defendants with no prior criminal record or pending criminal cases. It was designed to keep first offenders from being fully immersed into the criminal justice system.

Following the completion of its investigation, the Probation department makes a recommendation to the Court regarding the defendant's participation. An SIP Release/Contract must be signed by the participant agreeing to cooperate and abide by the conditions of the program.

SIP administered by the Probation Department is an opportunity for successful participants to have their case dismissed by the court to avoid prosecution. Participants must pay the \$200 SIP fee for participation and for the application to seal their arrest record at the completion of the program.

CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION**SMALL CLAIMS MEDIATION**

Mediation is an alternative dispute resolution program offered by the Cleveland Municipal Court for the parties appearing in small claims court. These are in cases where \$3,000 or less is being sought. Approximately, half of all contested small claims cases go to mediation and the majority of them are resolved to the parties' mutual satisfaction.

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Mediation gives parties the chance to sit down with a neutral trained mediator to amicably resolve a dispute. Mediation is voluntary and has many advantages including: resolution of the dispute on the court date; negotiating a payment schedule to avoid collection; a confidential settlement; and an outcome that is satisfactory to both sides. If mediation does not work to their satisfaction, the parties still have access to a trial on the same day.

TRAFFIC INTERVENTION PROGRAM (TIP)

Due to the increase in driver's license violations in the Greater Cleveland area, The Cleveland Municipal Court instituted the Traffic Intervention Program (TIP) in 1998. It started as a pilot program, but has now become a pivotal part of Cleveland Municipal Court. The Cleveland Municipal Court values the Traffic Intervention Program because it increases the number of licensed and insured drivers by allowing them an opportunity and assistance with restoring their driving privileges.

TIP consists of 6 officers, trained and certified by the State of Ohio with the Law Enforcement Automated Data System (LEADS), and linked with the Ohio Bureau of Motor Vehicles via Withdrawal Management System (WMS).

TRUANCY ENFORCEMENT

In an effort to keep children focused on their education, The Court began a relationship with the Cleveland Metropolitan School District in their effort to crackdown on truancy, which resulted in several hundred citations. The Court, with assistance from Judge Charles L. Patton Jr., consolidated the cases and ended up dismissing many of them after the parent attended a responsibility and accountability workshop conducted by the Partnership for a Safer Cleveland.

WEED AND SEED

The Cleveland Municipal Court is proud to continue its involvement in the Weed and Seed Program, which is now in its fourth year of operation. The program targets an area to "weed" out criminals and "seed" the area with services and programs that would benefit the community.

The Court recently partnered with the 4th District Mount Pleasant Weed and Seed initiative to afford the parent and the child the opportunity to complete a program in the community in lieu of paying the fine and cost. Their program consists of the parent completing a parent workshop and the child completing 10 hours of community work service which is a social responsibility training course. This is a national model implemented by the Department of Justice.

VETERANS TREATMENT DOCKET

The Veterans Treatment Docket, now under the direction of Judge Charles L. Patton Jr., is a specialized docket that works within the framework of the Cleveland Municipal Court. It is intended to serve court-involved active duty service members and veterans. Other specialty dockets, operated by the court, target probationers with similar behavioral issues and needs such as mental health, alcohol and other drugs, domestic violence and solicitation. The Veterans Treatment Docket; however, deals with probationers whose actions may include a range of needs and offenses. What they have in common is not necessarily their behavior, but their past military service.

By providing a specialized docket, the court increases the veteran's chance of success. Facilitating access to various treatment programs and fostering interaction with other veterans helps to ensure that those who have served receive the services they deserve.



SERVICES

CLEVELAND JUSTICE

The Court continues its very successful partnership with Channel 20 in the production of Cleveland Justice, a half hour program that gives viewers an insight on what happens in our courtrooms on a daily basis. A different judge is featured each week and the program airs twice a day.

INTERPRETERS UNIT

In recognition of the increasing diversity of our citizenry, the Cleveland Municipal Court has moved forward to enhance the quality of the foreign language and hearing-impaired interpretive services provided to defendants and other individuals involved in the court system. The court's interpreters are responsible for the accurate interpretation and translation of verbal and written communication from Non-English to English in matters related to judicial proceedings. Court interpreter services provide individuals with Limited English Proficiency (LEP) access to court services and functions by facilitating communication through professionally trained interpreters as impartial officers of the court. Court interpreters are not advocates and; therefore, cannot provide legal assistance or advice. Interpreter services are available in Spanish, rare languages and American Sign Language.

TOWN HALL MEETINGS

The Cleveland Municipal Court remains committed to continuing our annual Town Hall Meetings in an effort to give citizens a forum for expression and raise public consciousness and satisfaction with the court. We have conducted the Town Hall Meetings in conjunction with the Clerk of Courts office, which help promote the gatherings throughout the City of Cleveland.

CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 13,351,824	\$ 12,485,029	\$ 11,882,424	\$ 13,203,479
Seasonal	—	—	19,958	—
Elected Officials	445,500	408,450	442,817	445,500
Part-Time Permanent	211,117	200,882	169,073	188,352
Student Trainees	13,882	11,758	—	15,999
Longevity	—	114,700	110,875	117,075
Separation Payments	91,799	242,886	94,399	100,000
Overtime	2,262	2,188	2,538	—
	\$ 14,116,384	\$ 13,465,893	\$ 12,722,084	\$ 14,070,405
Benefits				
Hospitalization	\$ 2,131,150	\$ 1,969,288	\$ 1,856,757	\$ 2,081,527
Flex Save Admin Fees	—	—	1,680	—
Prescription	465,493	433,835	421,408	449,730
Dental	148,540	149,243	143,087	156,802
Vision Care	14,990	15,171	14,359	14,818
Public Employees Retire System	2,188,602	1,858,909	1,763,609	1,941,873
Fica-Medicare	176,199	163,772	154,997	176,180
Workers' Compensation	233,484	274,833	224,453	209,295
Life Insurance	13,492	12,529	11,421	11,715
Unemployment Compensation	23,866	161,323	58,700	37,050
	\$ 5,395,815	\$ 5,038,902	\$ 4,650,471	\$ 5,078,990
Other Training & Professional Dues				
Travel	\$ —	\$ —	\$ —	\$ 18,000
Tuition & Registration Fees	—	—	—	17,000
Professional Dues & Subscript	—	—	—	5,000
	\$ —	\$ —	\$ —	\$ 40,000
Contractual Services				
Professional Services	\$ 2,219,088	\$ 2,224,627	\$ 2,241,058	\$ 2,260,256
Court Reporter	272	2,870	3,620	2,000
Mileage (Private Auto)	119	—	47	250
Jury And Witness Fees	41,830	45,916	56,822	45,500
Parking In City Facilities	4,230	5,148	4,814	5,275
Insurance And Official Bonds	2,200	2,197	1,989	2,200
Property Rental	—	—	—	175,000
	\$ 2,267,738	\$ 2,280,757	\$ 2,308,349	\$ 2,490,481
Materials & Supplies				
Office Supplies	\$ 12,412	\$ 24,185	\$ 3,619	\$ 10,000
Just In Time Office Supplies	27,191	4,559	22,507	28,000
	\$ 39,603	\$ 28,743	\$ 26,125	\$ 38,000



General Government

CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION

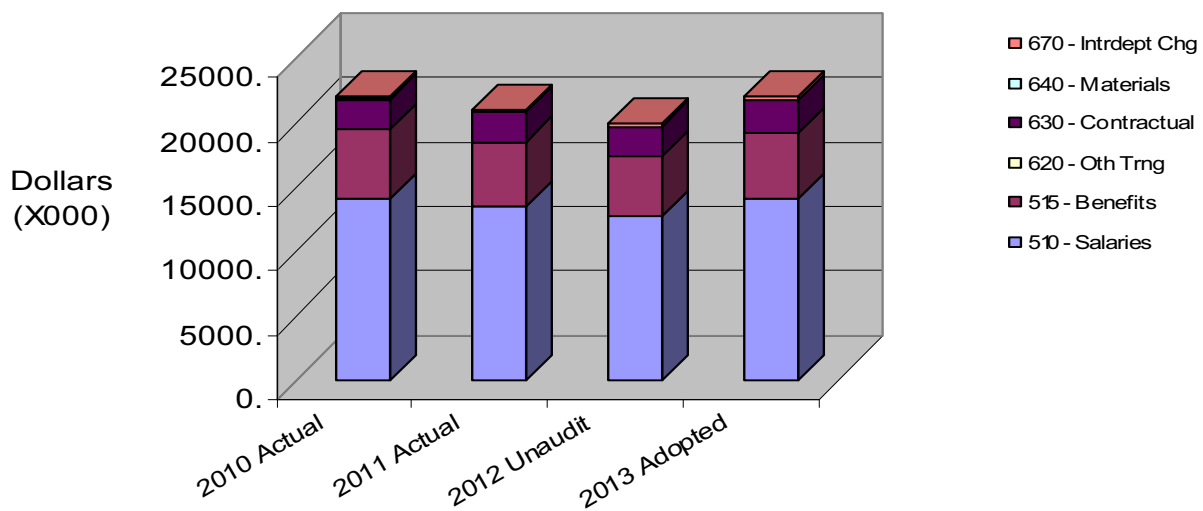
Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Interdepart Service Charges				
Charges From Telephone Exch	\$ 69,607	\$ 64,671	\$ 73,373	\$ 76,595
Charges From Radio Comm System	9,269	12,746	18,357	24,161
Charges From Water	332	2,774	1,704	—
Charges From Print & Repro	65,975	64,687	70,052	69,625
Charges From Central Storeroom	52,309	51,128	55,928	61,090
	\$ 197,493	\$ 196,006	\$ 219,414	\$ 231,471
	\$ 22,017,033	\$ 21,010,302	\$ 19,926,444	\$ 21,949,347

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ —	\$ —	\$ 700	\$ —
Fines, Forfeitures & Settlements	8,701,153	10,174,850	9,050,867	8,928,236
Miscellaneous	632,718	397,571	1,018,784	510,356
Interest Earnings/Investment Income	—	—	—	422
	\$ 9,333,870	\$ 10,572,421	\$ 10,070,351	\$ 9,439,014

Judicial Municipal Court Expenditures by Appropriation



CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION

COMPARISON OF STAFFING LEVEL

No. of Employees				Salary Schedule	
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Administrative & Presiding Judge	37,950.00	37,950.00
1	0	1	Bailiff	36,085.00	70,491.18
4	4	4	Deputy Bailiff Administrative Assistant III	48,750.00	73,036.08
1	0	1	Deputy Bailiff Central Scheduling Director	52,500.00	77,868.00
1	2	1	Deputy Bailiff Chief Deputy Bailiff	42,000.00	95,172.00
2	2	2	Deputy Bailiff Chief Probation Officer	58,333.00	95,172.00
1	1	1	Deputy Bailiff Court Administrator	79,167.00	117,420.00
1	1	1	Deputy Bailiff Deputy Court Administrator	71,667.00	106,296.00
1	1	0	Deputy Bailiff Dir Central Scheduling	27,492.00	53,833.98
1	1	1	Deputy Bailiff Finance Director	52,500.00	77,868.00
1	0	0	Deputy Bailiff Jury Commissioner	48,750.00	72,306.00
8	8	8	Deputy Bailiff Probation Officer Supervisor	48,750.00	72,306.00
1	1	1	Probation Officer General	34,035.00	61,981.28
11	11	11	Judge	37,050.00	37,050.00
0	3	3	Scheduling Supervisor		
35	36	36			
<u>ADMINISTRATIVE SUPPORT</u>					
1	1	1	Court Interpreter Coordinator	39,167.00	58,678.56
73	68	73	Deputy Bailiff	27,491.00	53,833.98
1	1	1	Deputy Bailiff Accounts Coordinator	45,492.00	72,305.72
2	3	3	Deputy Bailiff Administrative Assistant I	34,167.00	50,676.00
2	2	2	Deputy Bailiff Administrative Assistant II	39,167.00	58,092.00
1	1	1	Deputy Bailiff Chief of Enforcement	50,212.00	79,809.08
1	1	1	Deputy Bailiff Chief of Security	48,750.00	72,306.00
16	13	15	Deputy Bailiff Clerk Typists	24,525.00	50,842.86
2	2	2	Deputy Bailiff Clerk Typist Supervisor	39,167.00	58,092.00
1	1	1	Deputy Bailiff Court Interp I	35,192.00	53,763.00
1	1	1	Deputy Bailiff Court Interp II	40,342.00	61,630.00
1	1	1	Deputy Bailiff HR / Personnel Director	58,333.00	86,520.00
1	1	1	Deputy Bailiff Personnel Specialist	50,212.00	79,809.08
1	0	0	Deputy Bailiff Procurement	45,492.00	72,305.72
1	1	1	Deputy Bailiff Public Information Officer	48,750.00	72,306.00
12	9	9	Deputy Bailiff Scheduler I	22,284.00	50,117.58
4	3	3	Deputy Bailiff Supervisor	44,167.00	64,890.00
4	4	4	Deputy Bailiff Warrant Officer	27,492.00	58,092.00
11	11	11	Personal Bailiff	63,969.00	79,065.39
136	124	131			



General Government

CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>PROFESSIONALS</u>					
1	2	2	Dep Bail Alcohol & Drug Treatment Case Manager	48,750.00	72,306.00
1	1	1	Deputy Bailiff Casflow Coordinator	52,500.00	78,654.24
1	1	1	Deputy Bailiff Chief Court Reporter	52,500.00	77,868.00
1	1	1	Deputy Bailiff Chief Magistrate	71,667.00	106,296.00
1	1	1	Deputy Bailiff Chief Social Worker	48,750.00	77,868.00
1	1	0	Deputy Bailiff Computer Specialists II	45,492.00	69,498.00
6	6	6	Deputy Bailiff Court Reporter	36,509.00	61,958.62
1	1	1	Deputy Bailiff Database Administrator III	64,167.00	96,132.96
1	1	1	Deputy Bailiff Dep Ch Magist	64,167.00	96,132.96
1	0	1	Deputy Bailiff Deputy Chief Court Reporter	48,750.00	72,306.00
1	1	1	Deputy Bailiff Deputy Director IT	64,167.00	95,172.00
0	1	1	Deputy Bailiff Director IT	71,667.00	106,296.00
1	1	1	Deputy Bailiff Drug Court Coordinator	52,500.00	77,868.00
1	1	1	Deputy Bailiff Education & Training Specialist	50,212.00	79,809.08
1	0	1	Deputy Bailiff Employment Specialist	48,750.00	73,036.08
1	1	1	Deputy Bailiff Help Desk Supervisor	50,212.00	76,710.00
9	10	10	Deputy Bailiff Magistrate	58,333.00	86,520.00
1	1	1	Deputy Bailiff Network Engineer I	39,167.00	58,092.00
2	2	2	Deputy Bailiff Network Engineer II	44,167.00	64,890.00
1	1	1	Deputy Bailiff Probation Systems Admin/Trainer	48,750.00	72,306.00
1	1	1	Deputy Bailiff Program Analyst I	39,167.00	58,092.00
1	1	1	Deputy Bailiff Program Analyst II	52,500.00	77,868.00
1	1	2	Deputy Bailiff Project Manager II	64,167.00	95,172.00
1	1	1	Deputy Bailiff Psychiatric Social Worker	12.48	22.10
2	1	1	Deputy Bailiff Senior Magistrate	58,333.00	92,595.60
1	0	1	Deputy Bailiff System Analyst II	52,500.00	77,868.00
0	0	1	Deputy Bailiff Technical Support Specialist I	27,083.00	40,170.00
1	1	1	Deputy Bailiff Technical Support Specialist II	39,167.00	58,092.00
1	1	1	Deputy Blf Probation Training Coordinator	44,167.00	64,890.00
1	1	1	Docket Coordinator	48,750.00	73,036.08
1	1	1	Muni Court Psychologist	22,339.20	59,383.58
45	42	45	Probation Officer General	34,035.00	61,981.28
0	1	1	Small Claims Magistrate	20,800.00	56,244.49
89	86	93			
260	246	260	TOTAL FULL TIME		
<u>PART TIME</u>					
2	2	2	Deputy Bailiff Court Reporter	17,078.00	39,627.75
6	7	6	Deputy Bailiff Law Clerk	10.00	13.77
3	3	3	Judge	37,050.00	37,050.00
5	1	5	Student Aide	10.00	11.04
16	13	16	TOTAL PART TIME		
276	259	276	TOTAL DIVISION		

CLEVELAND MUNICIPAL COURT - CLERK'S DIVISION

Earle B. Turner, Clerk Of Municipal Court

Mission Statement

To record and process all matters decided in the Cleveland Municipal Court.

The Clerk of Municipal Court has the power to administer oaths, take affidavits, and issue judgments including those for unpaid costs, process subpoenas, and approve all bonds, etc. The Clerk is responsible for keeping all journals, records, books, and papers of the Court, recording its proceedings, and performing all other duties prescribed by Judges of the Court. He receives and collects all costs, fees, fines, penalties, bail, and other monies payable to the office or to any office of the Court.

The Clerk was appointed to operate the Parking Violations Bureau (P.V.B.) on June 1, 1985. The P.V.B. was established in response to state law which allowed municipalities to decriminalize parking violations, making parking violations a civil offense, collectible by civil procedure of garnishment. The Clerk's duties involve the collection of issued parking violations and photo safety violations, keeping records of each violation, mailing notices, and collecting past due violations.

Working in conjunction with the Judicial Division, the Police Department, and the Prosecutor's Office, a primary objective is to design, develop, and implement an automated information system to perform more effectively and accurately in both the criminal and civil divisions. This will provide instant update information for public professionals and others.

PROGRAM NAME: CIVIL

OBJECTIVES: To collect and disburse revenue, and keep and maintain all appropriate records resulting from Civil Proceedings.

ACTIVITIES: Process filings for Small Claims, Trusteeships, General Division Filings, and Evictions Process and disburse funds as ordered by the court Garnishments and other types of attachments. Process and disburse funds as ordered by the Housing Court for the rent.

PROGRAM NAME: CRIMINAL

OBJECTIVES: To collect and disburse revenue from criminal proceedings.

ACTIVITIES: Process felony, misdemeanor, minor misdemeanor, housing, and traffic cases. Process and disburse funds as ordered by the Codified Ordinance of the State of Ohio and the City of Cleveland.

PROGRAM NAME: PARKING VIOLATIONS BUREAU & PHOTO SAFETY DIVISION

OBJECTIVES: To collect fines from Parking Violations, Photo Infractions, and Civil Code Violations issued in the City of Cleveland.

ACTIVITIES: Supply vendor-produced parking tickets and associated handheld devices to parking enforcement and code violation enforcement agencies. Process payments for Parking, Photo, and Code tickets. Provide hearings, keeping records of all adjudication processes for parking tickets, photo violation tickets, and civil code violations.

PROGRAM NAME: FINANCE

OBJECTIVES: To disburse revenue collected by the Civil, Criminal, and Parking Violations Bureau Divisions and maintain the accounting records.

ACTIVITIES: Review and appraise the soundness, adequacy and application of accounting, financial, and other operating controls in compliance with the established policies and procedures. Support Civil, Criminal and Parking Violations Bureau Division's accountability, internal controls and adherence to the ordinances, statutes and judge's orders in all finance-related activities.



General Government

CLEVELAND MUNICIPAL COURT - CLERK'S DIVISION

PROGRAM NAME: ADMINISTRATION

OBJECTIVES: To oversee the operations of the Civil Division, Criminal Division, Finance, and Parking Violation Bureau.

ACTIVITIES: All Functions relative to the management and support to the various divisions of the Clerk of Court's office. Administration also serves as the liaison between the Clerk's office and the other divisions of the Court, the City of Cleveland, and the Public at large.

CLEVELAND MUNICIPAL COURT - CLERK'S DIVISION

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 5,729,239	\$ 5,607,625	\$ 5,579,904	\$ 6,001,389
Seasonal	5,328	—	0	—
Elected Officials	57,519	58,191	58,191	58,191
Part-Time Permanent	142,959	120,496	108,025	103,669
Student Trainees	34,128	12,683	30,112	30,000
Longevity	—	57,275	58,675	60,450
Separation Payments	123,484	38,098	42,538	40,000
Overtime	20,618	15,690	17,337	17,000
	\$ 6,113,275	\$ 5,910,057	\$ 5,894,782	\$ 6,310,699
Benefits				
Hospitalization	\$ 1,256,888	\$ 1,236,592	\$ 1,196,169	\$ 1,272,896
Prescription	243,348	247,058	250,689	251,448
Dental	84,305	90,680	89,474	93,204
Vision Care	8,424	9,088	8,925	9,143
Public Employees Retire System	934,500	839,357	817,633	867,386
Fica-Medicare	76,978	75,366	75,731	87,582
Workers' Compensation	84,248	116,710	98,912	82,049
Life Insurance	7,085	6,994	6,726	6,924
Unemployment Compensation	11,155	17,197	9,533	9,000
	\$ 2,706,933	\$ 2,639,042	\$ 2,553,793	\$ 2,679,632
Other Training & Professional Dues				
Professional Dues & Subscript	\$ 107	\$ 35	\$ 35	\$ 300
	\$ 107	\$ 35	\$ 35	\$ 300
Contractual Services				
Professional Services	\$ 4,607,734	\$ 4,335,760	\$ 4,668,287	\$ 4,315,000
Advertising And Public Notice	23,810	21,788	20,345	22,000
Parking In City Facilities	990	1,540	1,210	1,000
Insurance And Official Bonds	1,750	1,750	2,297	1,750
Property Rental	50,000	(45)	32,000	32,000
Equipment Rental	—	500	14	980
Other Contractual	73,622	87,772	81,482	90,000
	\$ 4,757,905	\$ 4,449,065	\$ 4,805,635	\$ 4,462,730
Materials & Supplies				
Office Supplies	\$ 2,101	\$ 113	\$ —	\$ 1,000
Postage	31,175	148,032	332,383	335,000
Computer Supplies	—	—	2,658	—
Small Equipment	—	—	6,555	1,000
Office Furniture & Equipment	397	—	2,301	—
Food	—	285	180	500
Other Supplies	32,729	30,068	38,867	30,000
Just In Time Office Supplies	7,386	4,446	6,022	7,000
	\$ 73,788	\$ 182,944	\$ 388,965	\$ 374,500
Maintenance				
Maintenance Office Equipment	\$ 6,123	\$ 6,165	\$ 5,770	\$ 7,000
Maintenance Contracts	1,498	542	804	900
	\$ 7,621	\$ 6,707	\$ 6,575	\$ 7,900



General Government

CLEVELAND MUNICIPAL COURT - CLERK'S DIVISION

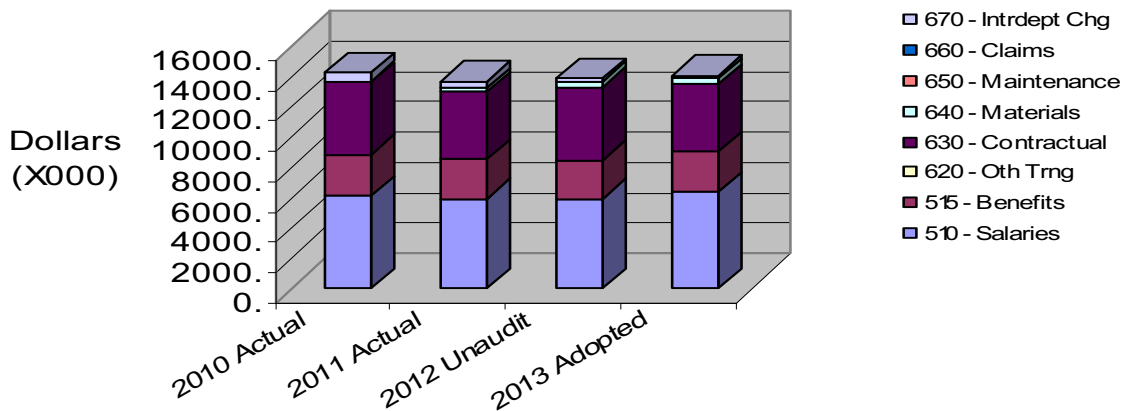
Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Claims, Refunds, Maintenance				
Judgements, Damages, & Claims	\$ —	\$ —	\$ 156	\$ —
	\$ —	\$ —	\$ 156	\$ —
Interdepart Service Charges				
Charges From Telephone Exch	\$ 124,076	\$ 72,305	\$ 68,684	\$ 83,481
Charges From Radio Comm System	6,019	9,398	17,420	18,074
Charges From Print & Repro	84,418	78,538	73,541	77,348
Charges From Central Storeroom	356,342	321,585	—	—
Charges From M.V.M.	2,163	2,659	3,483	2,929
	\$ 573,018	\$ 484,485	\$ 163,127	\$ 181,832
	\$ 14,232,647	\$ 13,672,336	\$ 13,813,068	\$ 14,017,593

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 389,595	\$ 386,447	\$ 406,518	\$ 398,084
Fines, Forfeitures & Settlements	14,058,890	12,140,209	11,362,987	11,535,431
Miscellaneous	20,212	414,424	554	488
	\$ 14,468,697	\$ 12,941,080	\$ 11,770,058	\$ 11,934,003

Clerk of Courts Expenditures by Appropriation



CLEVELAND MUNICIPAL COURT - CLERK'S DIVISION

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
154	149	154	Chief Deputy Clerk	20,800.00	93,435.40
1	1	1	Clerk of Courts	58,191.00	58,191.00
155	150	155	TOTAL FULL TIME		
<u>PART TIME</u>					
11	7	11	Chief Deputy Clerk	20,800.00	93,435.40
17	2	17	Student Assistant	10.00	11.04
28	9	28	TOTAL PART TIME		
183	159	183	TOTAL DIVISION		



General Government

CLEVELAND MUNICIPAL COURT - HOUSING DIVISION

Raymond L. Pianka, Judge

Mission Statement

To improve the quality of life for citizens living and working in the City of Cleveland by enforcing City ordinances, State, and Federal laws.

The Housing Court has jurisdiction over criminal cases involving violations of the City's housing, building, fire, zoning, health, waste collection, sidewalk and agricultural and air pollution codes. The Court also hears civil cases involving landlord/tenant disputes.

We are committed to improving the quality of life in our neighborhoods. Through fair, tough, compassionate adjudication and mediation the court strives to protect the health, safety and aesthetics of the properties and physical environments of our communities.

PROGRAM NAME: HOUSING COURT CLINIC

OBJECTIVE: To provide the owners and occupants of properties in the City of Cleveland with access to information regarding landlord/tenant issues.

ACTIVITY: The Housing Clinic is open daily from 8:30 a.m. until 4:00 p.m., on a walk-in basis. Housing Specialists are available to meet with persons who need information regarding Ohio landlord-tenant law, City ordinances, and Housing Court procedure. The Specialists can provide information, as well, about home repair resources and programs. While they are not attorneys, and cannot give legal advice, the Housing Specialists are a valuable resource for basic information needed by landlords, tenants, and property owners.

PROGRAM NAME: SELECTIVE INTERVENTION PROGRAM ("SIP")

OBJECTIVE: To assist first time offenders and owner occupants in bringing their property into compliance with the City's ordinances within a prescribed period of time, to avoid a criminal record resulting from the prosecution process.

ACTIVITY: The Housing Court Judge refers cases to the Selective Intervention Program from the regular criminal docket. SIP cases are supervised by an assigned Housing Court Specialist, who assists the defendant in developing a compliance schedule, evaluating available resources, and obtaining available assistance through City, County and neighborhood programs. The Specialist supervises the defendant's efforts at bringing the property into compliance with City ordinances, reporting to the Court regularly on the defendant's progress.

PROGRAM NAME: NEIGHBORHOOD ADVOCATES (FORMERLY CODE ENFORCERS)

OBJECTIVE: To provide neighborhood residents interested in code enforcement with information that will enable them to be more effective advocates for their communities.

ACTIVITY: Quarterly meetings are hosted by the Court. Speakers have included representatives from the Department of Building & Housing, Health Department, the Cleveland Clinic, foreclosure and Fair Housing experts, and many others.

PROGRAM NAME: WHAT EVERY LANDLORD/TENANT SHOULD KNOW

OBJECTIVE: To provide residents of the City of Cleveland with important information regarding Ohio landlord tenant law and procedure.

ACTIVITY: The Court offers classes to provide information and assistance to landlords, tenants, and property owners regarding landlord/tenant duties and responsibilities, eviction procedure, nuisance laws and ordinances, property maintenance, lead abatement and remediation, and criminal case procedure. Classes for landlords are offered quarterly at the Justice Center; classes for tenants are now being offered through appropriate social service agencies throughout the City of Cleveland.

CLEVELAND MUNICIPAL COURT - HOUSING DIVISION

PROGRAM NAME: MEDIATION/ALTERNATIVE DISPUTE RESOLUTION

OBJECTIVE: To provide parties with an opportunity to resolve their disputes by agreement, with assistance from Court personnel. This enables parties to address the issues raised in the case before the Court, as well as issues that go beyond the limits of the pleadings. The parties often are able to fashion a win-win solution that might not be achievable through a trial.

ACTIVITY: The Court employs a mediation specialist and an Alternative Dispute Resolution Specialist to offer the parties this option at most stages of both criminal and civil cases. Housing Specialists provide assistance with mediations, as do the Court's Staff Attorneys and Judicial Clerk. The Alternative Dispute Resolution Specialist, an attorney with significant court experience, has aided parties in resolving numerous complex civil cases set for jury trial. In a number of criminal cases, disputes involving the City, contractors and homeowners have been resolved to the satisfaction of all parties.

PROGRAM NAME: CORPORATE DOCKET

OBJECTIVE: To secure the attendance of a corporation, LLC, or other business entity named as criminal defendant when the entity fails to appear in court to answer criminal charges filed against it.

ACTIVITY: The entity is ordered to appear and service is sent out to the entity's address of record, with courtesy copies sent to corporate officers' personal addresses. If the entity again fails to appear, the Court orders the entity to show cause why it should not be held in contempt of court. If the business entity fails to appear at the show-cause hearing, the Court imposes daily financial sanctions until the defendant appears and enters a plea. This practice has been successful in encouraging corporate defendants to appear in Court to answer the charges against them.

PROGRAM NAME: WARRANT/CAPIAS PROGRAM

OBJECTIVE: To locate defendants who fail to appear in court, and bring them before the Court to answer criminal charges.

ACTIVITY: The Warrant/Capias program is staffed by Housing Court Bailiffs and a Warrant Capias Coordinator. Staff members search public records, contact neighbors and other individuals, visit properties, and follow up on leads to locate criminal defendants that fail to appear in court.

PROGRAM NAME: RECEIVERSHIP/NUISANCE ABATEMENT CASES

OBJECTIVE: To fairly and efficiently adjudicate the receivership and nuisance abatement cases brought in the Housing Court.

ACTIVITY: Receivership actions are filed by neighbors and community development groups, and may be filed by the City, in an attempt to stabilize deteriorating or vacant properties. Civil nuisance abatement actions are filed by the City to compel owners to address conditions which pose a threat to the health and safety of neighborhoods. Both of these types of filings are increasing. Both types of cases are extremely time-intensive for the Housing Court staff, requiring the work of the Judge, Magistrates, Housing Specialists, Staff Attorneys, and the Court's ADR Specialist. These cases often call for one or more site visits and multiple meetings with the parties; they may involve complex issues of liens and real estate title, as well.



CLEVELAND MUNICIPAL COURT - HOUSING DIVISION

PROGRAM NAME: PLACARD PROGRAM

OBJECTIVE: To put neighborhood residents on notice that the property is the subject of an action in the Housing Court, and to give the residents the ability to contact the Court for information about the pending case, and the individuals or entities in control of the property, to voice their concerns.

ACTIVITY: The Court can post placards on vacant and abandoned properties that are the subject of Housing Court cases. The placard includes contact information for the owner, bank or lending institution if the property is in foreclosure, and the Housing Specialist assigned to the case. In addition, information regarding the Sheriff's Sale, if one is scheduled or has occurred (date of sale; purchaser) also may be posted on the property. The Court's Bailiffs visit the property weekly and report to the Judge on the conditions they observe.

PROGRAM NAME: NUISANCE ABATEMENT/"TOOL KIT"

OBJECTIVE: To educate the public regarding options available to compel the repair or demolition of nuisance properties in their neighborhoods.

ACTIVITY: The Court has developed written materials for neighbors interested in participating in the code enforcement process. The Court conducts regular meeting with residents interested in the issue of code enforcement, with presenters discussing relevant issues including receivership, home maintenance, court procedure, mental health issues presented by defendants, etc.

PROGRAM NAME: "CLEAN HANDS" DOCKET

OBJECTIVE: To require plaintiffs who have failed to appear in Housing Court criminal cases to answer their criminal charges before proceeding before the Housing Court in civil eviction actions.

ACTIVITY: Court personnel screen eviction actions filed in the Housing Court to determine whether any plaintiffs have outstanding warrants in Housing Court criminal cases. The eviction action is halted, until the plaintiff/property owner appears before the Judge in the criminal case. When the property owner has "clean hands," that is, no outstanding warrants in the Housing Court-the eviction action may proceed.

PROGRAM NAME: COMPREHENSIVE PLEA/SENTENCING

OBJECTIVE: Whenever possible, to include in include in plea agreements, sentences and probation agreements solutions that address all problem properties owned by the defendant in the City of Cleveland.

ACTIVITY: The Court, in sentencing or as a community control sanction, may require defendants who own multiple properties to report the status of those properties, make a realistic assessment of their ability to maintain those properties, develop and execute a property management plan, and if necessary, begin to transition the properties to responsible, beneficial owners. In some cases, it may be necessary for a defendant to transfer the properties to beneficial owners to remain out of jail. This assessment and planning is accomplished through a series of meetings with the prosecutors, Magistrates, and the assigned Housing Specialist. Interested members of the community occasionally may participate as well.

PROGRAM NAME: PROPERTY-OWNER FORECLOSURE LETTERS

OBJECTIVE: To inform owners in foreclosure of their responsibility to maintain the property while the foreclosure is pending; also, to inform the Court of Common Pleas of properties in foreclosure that likely are vacant.

ACTIVITY: The Housing Court sends letters to the primary defendant of each foreclosure filed on property in the City of Cleveland. The letter outlines the owner's rights and responsibilities, and the potential criminal penalties the owner faces if the property is not maintained. The Court maintains a database of the letters that are returned marked "vacant" by the U.S. Postal Service. That information is forwarded to the Court of Common Pleas to assist in their vacant property accelerated foreclosure docket.

CLEVELAND MUNICIPAL COURT - HOUSING DIVISION**PROGRAM NAME: COURT COMMUNITY SERVICE (CCS)**

OBJECTIVE: To compel defendants who have failed to maintain their properties to give back to the communities they have harmed.

ACTIVITY: The Housing Court may order defendants convicted of code violations to complete a specified number of hours of community service, administered through Court Community Service. Some are ordered to perform their community service hours in a specific area of Cleveland, to compensate that neighborhood for the damage caused by the defendant's failure to maintain properties. That community service work is supervised by the Housing Court Compliance Specialist, or another member of the Housing Court staff. The Court has ordered other CCS to clean up vacant lots, clean out properties, perform yard work, secure vacant structures, and make minor repairs at properties that are the subject of pending cases in the Court.



General Government

CLEVELAND MUNICIPAL COURT - HOUSING DIVISION

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 2,031,766	\$ 2,128,012	\$ 1,943,486	\$ 2,345,349
Elected Officials	37,050	37,050	37,050	37,050
Part-Time Permanent	43,067	44,837	48,334	—
Student Trainees	—	—	—	13,820
Longevity	—	14,900	15,075	15,700
Separation Payments	23,017	8,280	19,336	15,000
Bonus Incentive	1,750	—	22,013	—
Overtime	397	—	—	1,080
	\$ 2,137,047	\$ 2,233,078	\$ 2,085,293	\$ 2,427,999
Benefits				
Hospitalization	\$ 304,367	\$ 312,083	\$ 281,908	\$ 362,361
Flex Save Admin Fees	—	—	600	—
Prescription	67,925	74,949	71,584	87,126
Dental	22,347	25,304	23,415	28,382
Vision Care	2,253	2,494	2,361	2,623
Public Employees Retire System	329,890	310,600	288,488	347,642
Fica-Medicare	28,809	29,976	28,576	33,775
Workers' Compensation	80,266	58,635	42,629	30,570
Life Insurance	1,823	1,845	1,683	1,908
Unemployment Compensation	11,337	5,420	—	11,700
Clothing Allowance	3,000	3,300	4,800	4,800
	\$ 852,017	\$ 824,606	\$ 746,045	\$ 910,887
Other Training & Professional Dues				
Travel	\$ 686	\$ 1,095	\$ 1,463	\$ 2,000
Tuition & Registration Fees	980	2,554	2,114	8,000
Mileage (Priv Auto) Trng Prps	—	99	—	—
Professional Dues & Subscript	15,022	10,223	11,510	8,000
	\$ 16,688	\$ 13,971	\$ 15,087	\$ 18,000
Contractual Services				
Professional Services	\$ 16,485	\$ 18,979	\$ 27,095	\$ 20,000
Court Reporter	1,509	1,078	343	2,500
Mileage (Private Auto)	1,176	2,374	3,720	3,000
Jury And Witness Fees	—	264	616	100
Advertising And Public Notice	—	—	—	600
Parking In City Facilities	9,213	5,579	1,643	2,040
Insurance And Official Bonds	231	—	120	900
Other Contractual	—	—	267	500
	\$ 28,614	\$ 28,272	\$ 33,803	\$ 29,640
Materials & Supplies				
Office Supplies	\$ 352	\$ 5,963	\$ 550	\$ 1,000
Postage	12	26	72	—
Clothing	—	2,205	—	3,500
Office Furniture & Equipment	5,201	2,392	—	4,000
Other Supplies	1,472	3,408	2,140	2,000
Just In Time Office Supplies	6,778	8,307	6,802	7,500
	\$ 13,816	\$ 22,302	\$ 9,564	\$ 18,000

CLEVELAND MUNICIPAL COURT - HOUSING DIVISION

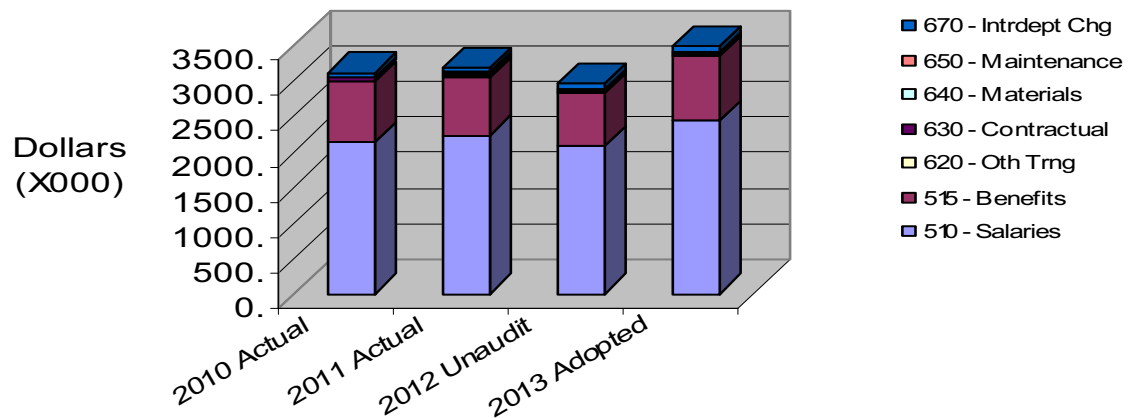
Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Maintenance				
Maintenance Office Equipment	\$ 466	\$ —	\$ 32	\$ 500
Car Washes	264	244	216	500
	\$ 730	\$ 244	\$ 248	\$ 1,000
Interdepart Service Charges				
Charges From Telephone Exch	\$ 26,116	\$ 18,103	\$ 23,719	\$ 24,895
Charges From Radio Comm System	2,482	1,840	2,966	3,807
Charges From Print & Repro	21,688	19,452	21,256	21,373
Charges From M.V.M.	16,121	29,594	32,755	30,920
	\$ 66,407	\$ 68,989	\$ 80,696	\$ 80,995
	\$ 3,115,319	\$ 3,191,462	\$ 2,970,736	\$ 3,486,521

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 630	\$ —	\$ —	\$ —
Fines, Forfeitures & Settlements	1,116,794	1,105,775	1,113,315	1,160,295
Miscellaneous	768	6,221	31	—
	\$ 1,118,192	\$ 1,111,995	\$ 1,113,347	\$ 1,160,295

Housing Court Expenditures by Appropriation





General Government

CLEVELAND MUNICIPAL COURT - HOUSING DIVISION

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Deputy Bailiff Court Administrator	64,815.84	96,917.89
1	1	1	Deputy Bailiff Finance Officer	38,544.06	66,470.10
1	1	1	Judge		37,050.00
1	1	1	Personal Bailiff	63,969.00	79,065.39
4	4	4			
<u>ADMINISTRATIVE SUPPORT</u>					
1	1	1	Housing Court Administrative Assistant	23,063.94	54,990.00
1	1	1	Housing Court Receptionist	23,064.00	35,083.94
1	1	1	Housing Court Secretary	20,815.92	38,151.00
1	1	1	Housing Court Scheduler	23,063.94	51,104.81
4	4	4			
<u>PROFESSIONALS</u>					
2	1	2	Deputy Bailiff Supervisor	44,167.00	64,890.00
10	9	10	Deputy Bailiff Housing Court	22,173.84	54,367.68
1	0	1	Deputy Bailiff Chief Housing Court Specialist	52,158.83	86,233.74
1	1	1	Deputy Bailiff Court Coordinator	23,064.00	52,418.10
1	1	1	Deputy Bailiff Court Reporter	36,509.00	61,958.62
11	10	11	Deputy Bailiff Housing Court Specialist	29,585.48	64,473.00
1	1	0	Deputy Bailiff Law Clerk	20,000.00	24,720.00
1	1	1	Housing Court Chief Bailiff	38,884.00	88,026.00
1	1	1	Housing Court Chief Magistrate	71,667.00	116,982.00
5	5	5	Housing Court Magistrate	42,178.32	91,529.00
0	1	2	Housing Court DP Bailiff / Staff Attorney	29,585.00	69,902.23
1	1	1	Project Coordinator	27,325.56	90,294.89
35	32	36			
43	40	44	TOTAL FULL TIME		
<u>PART TIME</u>					
1	0	1	Student Aide	10.00	11.04
1	0	1	TOTAL PART TIME		
44	40	45	TOTAL DIVISION		

DEPARTMENT OF AGING

Jane Fumich, Director

Mission Statement

To ensure Cleveland is an elder-friendly community by enhancing the quality of life for Cleveland seniors and adults with disabilities through advocacy, planning, service coordination, and timely delivery of needed services.

PROGRAM NAME: ACCESS YOUR BENEFITS

(AN AGING AND DISABILITY RESOURCE CENTER SERVICE)

OBJECTIVES: To assist Cleveland seniors and adults with disabilities by screening them for eligibility for public benefits programs and by helping them to enroll in the programs for which they are eligible.

ACTIVITIES: Screening seniors for their eligibility for public benefits using the automated Benefits CheckUp system and assisting them in completing the applications and submitting the applications either through the mail or online through Benefits Bank.

PROGRAM NAME: CHORE PROGRAM

OBJECTIVES: Enhance the quality of life for seniors and adults with disabilities, enabling them to remain independent in their own homes.

ACTIVITIES: Assist seniors and adults with disabilities with interior and exterior household chores including lawn cutting, leaf raking and snow removal.

PROGRAM NAME: CLEVELAND CARE CALLS

OBJECTIVES: To ensure the safety of home bound seniors by providing a daily telephone reassurance call to check on their well being.

ACTIVITIES: Automated calls are sent to participating seniors on a daily basis to check on their well being. The calls are monitored to be sure the senior responds.

PROGRAM NAME: ECONOMIC SECURITY

(An Aging and Disability Resource Center Service)

OBJECTIVES: To assist economically vulnerable Cleveland seniors get the assistance they need to improve their economic security.

ACTIVITIES: Providing a comprehensive assessment of the senior's financial situation, developing a holistic economic security plan that draws upon a wide range of potential benefits and solutions, and assistance to ensure they receive the recommended services and programs.

PROGRAM NAME: HOMELESS PREVENTION SERVICES FOR SENIORS

OBJECTIVES: To identify and assist seniors and adults with disabilities (50-59 years of age) at risk of homelessness.

ACTIVITIES: Provide case management and linkage to social services to assist clients in danger of losing their current housing.



PROGRAM NAME: LONG TERM SUPPORT OPTIONS COUNSELING
(An Aging and Disability Resource Center Service)

OBJECTIVES: To inform and guide seniors, adults with disabilities and informal caregivers in their deliberations to make informed choices about long term supports targeting individuals with the most immediate concerns, such as those at greater risks of institutionalization.

ACTIVITIES: Essential components of these services include: gathering information, exploring options, decision support, working with the client to develop an action plan, access to community supports and follow-up.

PROGRAM NAME: SENIOR HOMEOWNER ASSISTANCE PROGRAM

OBJECTIVES: To assist seniors and adults with disabilities in obtaining critical repairs for their homes.

ACTIVITIES: Provide financial assistance to elderly and adults with disabilities low-income homeowners, with critical health, safety and maintenance home repairs.

PROGRAM NAME: SPECIAL EVENTS

OBJECTIVES: To provide helpful service information to Cleveland seniors.

ACTIVITIES: **Senior Day** - a citywide celebration and recognition of the contributions our Cleveland seniors have made to their community.

Cleveland Senior Walk - to promote exercise, good nutrition and healthy life- styles for Cleveland seniors.

Senior Power - is a collaborative program with the Division of Police, Emergency Medical Services, the Division of Fire and the Departments of Aging and Consumer Affairs designed to increase knowledge and awareness among older persons in the areas of crime prevention, fire hazards, emergency services, scams, fall prevention and other programs for the elderly.

Disability Awareness Day - To Promote Awareness Of The Abilities Of Seniors And Adults Living With Disabilities.

PROGRAM NAME: SPECIALIZED INFORMATION AND ASSISTANCE
(An Aging and Disability Resource Center Service)

OBJECTIVES: This service links seniors and adults with disabilities with appropriate resources and/or provides information about community agencies and organizations that offer services specific to adults with disabilities, older adults and caregivers.

ACTIVITIES: Screening seniors for their eligibility for public benefits using the automated Benefits CheckUp system and assisting them in completing the applications and submitting the applications either through the mail or online through Benefits Bank.

PROGRAM NAME: SUPPORTIVE SERVICES/COMMUNITY OUTREACH

OBJECTIVES: To identify and assist seniors and adults with disabilities in accessing services, benefits and programs to ensure they receive adequate assistance in emergencies, the benefits to which they are entitled and programs to help maintain independence

ACTIVITIES: Participate in a variety of outreach activities to identify seniors and adults with disabilities in need of assistance. Conduct assessments of older persons in their homes. Link seniors with the services, benefits and programs needed to maintain safety and independence. Assist seniors with utility shut off (i.e. gas, electric, water, etc.) and provide assistance with emergency food from hunger centers, access to home delivered meals, personal care and homemaker services, job assistance, home repairs and chore services. Serve as a liaison with other City departments and agencies concerning services for the elderly. Serve as an advocate for seniors to ensure they receive fair and equal treatment and the services they need.

DEPARTMENT OF AGING

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 471,033	\$ 466,923	\$ 456,584	\$ 538,997
Part-Time Permanent	25,058	25,219	38,132	29,799
Student Trainees	11,175	612	—	19,460
Longevity	—	1,975	1,850	1,550
Separation Payments	2,190	16,404	2,904	—
	\$ 509,456	\$ 511,134	\$ 499,471	\$ 589,806
Benefits				
Hospitalization	\$ 39,487	\$ 37,353	\$ 35,998	\$ 70,838
Prescription	6,727	6,175	6,978	14,439
Dental	3,103	2,862	3,178	6,356
Vision Care	470	448	465	698
Public Employees Retire System	70,578	78,211	67,109	85,759
Fica-Medicare	6,868	7,084	6,902	8,243
Workers' Compensation	9,968	24,324	8,543	11,737
Life Insurance	424	332	336	474
Unemployment Compensation	(117)	(6)	1,527	1,529
	\$ 137,507	\$ 156,785	\$ 131,036	\$ 200,073
Other Training & Professional Dues				
Travel	\$ —	\$ 49	\$ 340	\$ 1,620
Tuition & Registration Fees	40	110	125	275
Mileage (Priv Auto) Trng Prps	—	102	—	—
Professional Dues & Subscript	—	—	—	158
	\$ 40	\$ 261	\$ 465	\$ 2,053
Contractual Services				
Professional Services	\$ 1,913	\$ 2,005	\$ 2,381	\$ 2,365
Travel- Non-Training	352	1,165	—	1,200
Mileage (Private Auto)	461	580	1,104	1,140
Parking In City Facilities	2,312	3,368	3,463	3,640
Equipment Rental	50	—	—	—
Other Contractual	35,000	35,000	36,750	41,750
	\$ 40,089	\$ 42,118	\$ 43,698	\$ 50,095
Materials & Supplies				
Office Supplies	\$ —	\$ 1,908	\$ —	\$ —
Computer Supplies	2,440	1,084	999	730
Clothing	1,559	376	793	1,800
Hardware & Small Tools	—	—	228	300
Small Equipment	1,471	—	—	—
Office Furniture & Equipment	—	—	—	779
Food	3,412	3,631	3,000	3,520
Printed Materials	100	100	117	150
Other Supplies	647	696	783	900
Special Events Supplies	904	1,203	1,232	1,300
Just In Time Office Supplies	2,532	121	3,313	3,956
	\$ 13,063	\$ 9,119	\$ 10,465	\$ 13,435



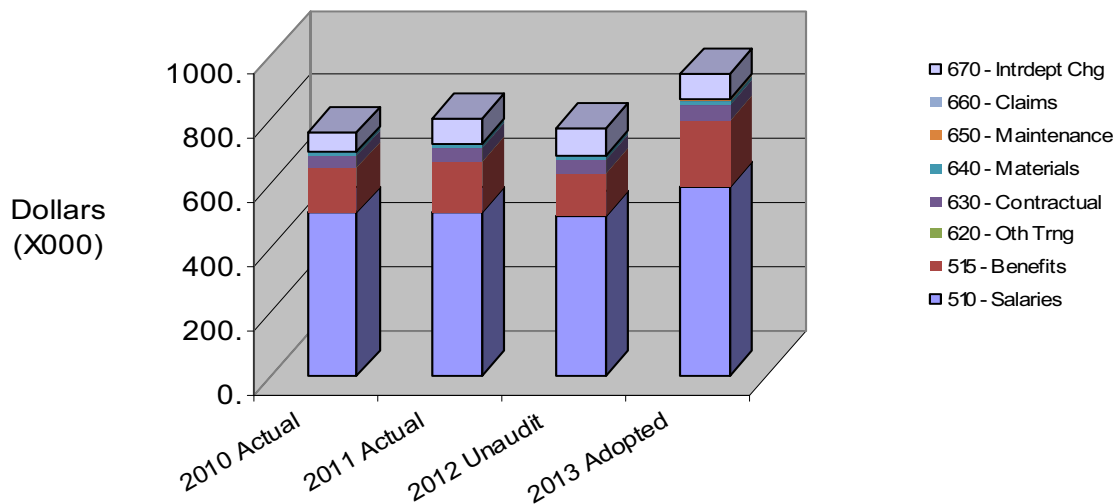
Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Maintenance				
Computer Software Maintenance	\$ —	\$ —	\$ —	\$ 360
Car Washes	36	60	48	113
Maintenance Misc. Equipment	—	—	—	360
	\$ 36	\$ 60	\$ 48	\$ 833
Claims, Refunds, Maintenance				
Judgements, Damages, & Claims	\$ —	\$ —	\$ 1,156	\$ 1,000
	\$ —	\$ —	\$ 1,156	\$ 1,000
Interdepart Service Charges				
Charges From Telephone Exch	\$ 9,525	\$ 8,882	\$ 8,606	\$ 9,427
Charges From Print & Repro	21,262	32,650	32,671	32,000
Charges From Central Storeroom	7,962	8,540	11,979	15,096
Charges From M.V.M.	18,160	29,228	29,507	24,816
	\$ 56,909	\$ 79,300	\$ 82,764	\$ 81,339
	\$ 757,100	\$ 798,776	\$ 769,102	\$ 938,634

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 6,807	\$ —	\$ —	\$ —
Miscellaneous	738	254	118	250
Property Tax	—	—	3	—
	\$ 7,546	\$ 254	\$ 121	\$ 250

Aging Expenditures by Appropriation



DEPARTMENT OF AGING

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Director of Aging	50,795.81	176,729.77
1	1	1			
<u>PARA-PROFESSIONALS</u>					
3	2	3	Geriatric Outreach Worker	10.00	22.17
3	2	3			
<u>PROFESSIONALS</u>					
2	2	2	Administrative Manager	27,193.55	101,816.22
1	1	1	Grants Administrator	22,333.40	75,175.89
3	2	3	Project Coordinator*	27,325.56	90,294.89
1	1	1	Supervisor Admin Services-Data	20,092.80	56,847.22
7	6	7			
11	9	11	TOTAL FULL TIME		
2	2	2	TOTAL PART TIME		
13	11	13	TOTAL DIVISION		

*The Department plans to recalssify all its Project Coordinators to Aging Services Administrators in or before 2013



Department of Human Resources

DEPARTMENT OF HUMAN RESOURCES

Deborah Southerington, Director

The Department of Human Resources is committed to providing quality, uniform and cost effective services to over 9,000 diverse City employees in the areas of Personnel Administration, Training, Employee Benefits & Relations, Equal Employment Opportunity, Employee Safety, Labor Relations, and Unemployment Compensation in order to better serve the employees and the citizenry of the City of Cleveland.

PROGRAM NAME: GENERAL ADMINISTRATION

OBJECTIVES: To assist departments with policies governing hiring practices and processes. To provide support and assistance in coordinating personnel programs and acting as a liaison with staff, other City Departments and the general public with regard to city personnel and human resources services.

ACTIVITIES: Develop, implement and administer work policies and procedures applicable to City of Cleveland employees. Implement affirmative action and equal employment policies and procedures throughout the City of Cleveland. Insure that the hiring process is in compliance with union regulations and civil service rules. Serve as point of contact for federal and state agencies, municipalities, local businesses and outside agencies seeking employment and statistical data concerning the City of Cleveland's workforce; processing questionnaires, surveys and request for information. Assist departments in filling vacancies by providing qualified candidates and insure compliance with Equal Employment Opportunity (EEO) principles and guidelines. Establish recruitment and outreach programs to identify candidates for professional, summer and seasonal positions as well as other programs. Maintain and support the integrated Human Resource Management System.

Growth Area: Manage Training Programs, HR Newsletter, administer Performance Management, implement recruitment and outreach processes and programs within the guidelines of City policy. Coordinate Succession Planning, Civil Service and Personnel Policy Development.

PROGRAM NAME: EMPLOYEE HEALTH AND BENEFITS

OBJECTIVES: To administer, coordinate and promote an understanding of the Employee Benefits Programs to all City of Cleveland employees. Coordinate, promote and provide services that encourage healthy minds and bodies.

ACTIVITIES: Administer the City's medical, dental, vision and life insurance programs for all eligible employees. Seek, develop and/or negotiate cost-effective health care plans. Maintain federal compliance for HIPAA/COBRA regulations. Plan and implement employee recognition programs to improve employee morale. Coordinate charitable campaigns for various non-profit groups. Monitor and appeal disputed unemployment compensation claims. Coordinate free wellness classes and conduct special events such as fairs, health screenings, health awareness.

Growth Area: Implementing automated benefits administration system. It will improve efficiency through automation; provide one system of record; provide self-service for all employees; integration; maximize data accuracy; and insure a high level of service delivery and improved employee satisfaction.

DEPARTMENT OF HUMAN RESOURCES

PROGRAM NAME: EDUCATION AND RESEARCH SERVICES

OBJECTIVES: To increase the knowledge and skills of City of Cleveland employees through education, training, research and development. Develop programs that develop soft skills, interpersonal skills, communication, customer service and that enhance productivity, quality of work, promote building employee loyalty, increase individual and organization performance, and growth potential through developing their skills and knowledge.

ACTIVITIES: Conducts city-wide training programs in compliance with City policies and procedures, and other governmental mandates. Coordinate educational programs to meet specific training needs of the City of Cleveland departments.

Growth Area: Training Coordination, Needs Assessment, Program Development, Train-the-Trainer. Develop programs for supervisory, management and leadership for employees in lower positions; develop employee career paths and succession plan.

PROGRAM NAME: LABOR RELATIONS AND EQUAL EMPLOYMENT OPPORTUNITY

OBJECTIVE: To negotiate and administer City of Cleveland's labor agreements and to enforce affirmative action and Equal Employment Opportunity.

ACTIVITIES: Provide leadership to collective bargaining contract negotiations. Investigate and resolve grievance issues promptly. Administer the terms and conditions of all of the City's collective bargaining agreements and provide contract management. Provide training to managers on the labor relations process and any changes in the contracts. Compile and monitor data within City of Cleveland departments for EEO compliance. Investigate complaints of discrimination and harassment to expedite a resolution. Prepare various compliance reports for governmental agencies. Act as American with Disabilities liaison for all City departments.

Growth Area: Ongoing Training & Monitoring Programs, Policy Development, Compensation, Workforce Planning, establish ADA placement process.

PROGRAM NAME: EMPLOYEE RECORDS

OBJECTIVE: Maintain personnel files for all City of Cleveland employees.

ACTIVITIES: Manage internal and external inquiries regarding city employees such as subpoenas and public records requests. Manage and process employment verification for current and former employees.

Growth Area: Electronic Filing Systems, Document Imaging

PROGRAM NAME: PERFORMANCE MANAGEMENT - NEW SERVICE AREA*

OBJECTIVES: Provide a comprehensive performance management program that involves key elements of planning, monitoring, developing, rating and rewarding.

ACTIVITIES: Manage and coordinate employee performance evaluations. Establish/provide city-wide training programs.

PROGRAM NAME: HRIS

OBJECTIVE: To manage and support the information systems for all service areas of the department.

ACTIVITIES: Develop, implement and modifies system requirements. Maintain internal database files and tables for all city employees. Develop customized reports for city departments/divisions. Conduct ongoing needs assessment and provide training to meet those needs.

Growth Area: EHRMS administration, report writing, training, centralized forms development, policy and training. Continue to explore additional employee self-service functionality.



Department of Human Resources

DEPARTMENT OF HUMAN RESOURCES

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 597,297	\$ 693,509	\$ 894,142	\$ 967,802
Part-Time Permanent	17,060	18,379	16,603	21,360
Longevity	—	3,325	3,275	4,925
Separation Payments	58,435	22,442	—	10,000
	\$ 672,793	\$ 737,655	\$ 914,020	\$ 1,004,087
Benefits				
Hospitalization	\$ 108,381	\$ 110,422	\$ 126,798	\$ 136,362
Flex Save Admin Fees	—	—	600	—
Prescription	22,012	23,117	28,027	28,308
Dental	6,891	7,742	8,787	8,710
Vision Care	655	730	889	885
Public Employees Retire System	100,838	106,868	127,211	139,172
Fica-Medicare	8,370	10,023	12,806	14,413
Workers' Compensation	19,252	12,925	14,118	14,164
Life Insurance	596	566	731	765
Unemployment Compensation	13,744	11,538	184	—
	\$ 280,738	\$ 283,931	\$ 320,152	\$ 342,779
Other Training & Professional Dues				
Tuition & Registration Fees	\$ —	\$ —	\$ 2,190	\$ 7,500
Other Training Supplies	—	—	—	1,200
Mileage (Priv Auto) Trng Prps	135	—	—	—
Professional Dues & Subscript	13,498	8,075	9,210	9,000
	\$ 13,633	\$ 8,075	\$ 11,400	\$ 17,700
Contractual Services				
Professional Services	\$ 475,446	\$ 577,750	\$ 507,758	\$ 615,500
COBRA-Medical Coverage	—	—	—	36,000
Mileage (Private Auto)	—	319	579	—
Medical Services	—	115,000	115,028	—
Expense Account Reimbursement	528	205	338	—
Advertising And Public Notice	—	—	—	6,000
Parking In City Facilities	408	1,664	1,964	1,500
	\$ 476,382	\$ 694,937	\$ 625,667	\$ 659,000
Materials & Supplies				
Office Supplies	\$ 1,313	\$ 198	\$ —	\$ 1,500
Small Equipment	—	—	—	300
Medical Supplies	—	—	—	100
Food	—	1,036	1,139	1,000
Paper And Other Printing Suppl	—	360	337	—
Other Supplies	244	—	—	1,000
Just In Time Office Supplies	1,716	493	3,131	1,500
	\$ 3,273	\$ 2,087	\$ 4,607	\$ 5,400

DEPARTMENT OF HUMAN RESOURCES

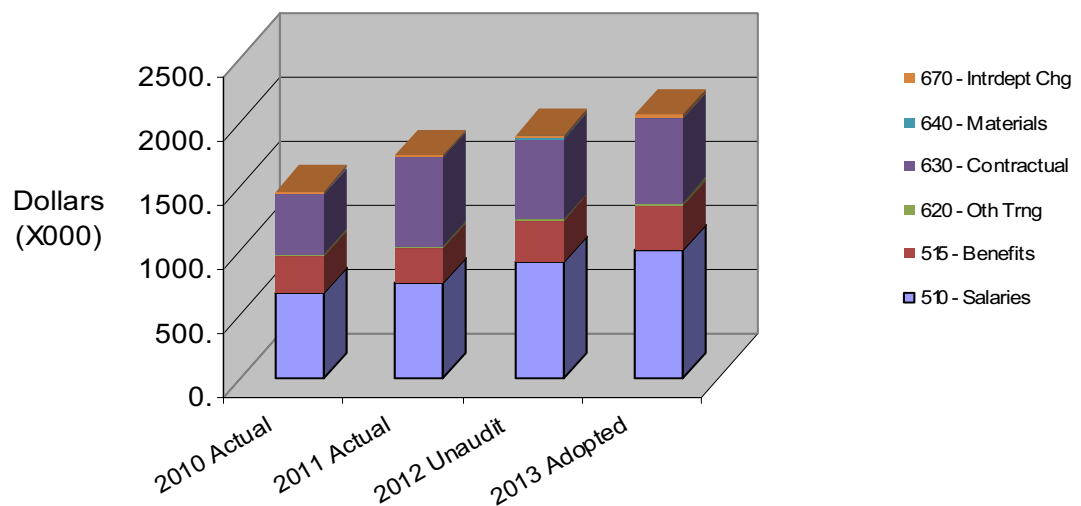
Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Interdepart Service Charges				
Charges From Telephone Exch	\$ 3,053	\$ 2,526	\$ 1,941	\$ 2,364
Charges From Print & Repro	12,160	16,363	21,134	30,000
Charges From Central Storeroom	974	1,028	1,880	6,028
Charges From M.V.M.	—	46	64	54
	\$ 16,187	\$ 19,963	\$ 25,019	\$ 38,446
	\$ 1,463,006	\$ 1,746,649	\$ 1,900,864	\$ 2,067,412

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Miscellaneous	\$ 386,326	\$ 317,094	\$ 273,868	\$ —
	\$ 386,326	\$ 317,094	\$ 273,868	\$ —

Human Resources Expenditures by Appropriation





Department of Human Resources

DEPARTMENT OF HUMAN RESOURCES

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Administration Bureau Mgr	40,314.82	132,061.01
1	1	1	Director of Personnel and Human Resources	50,795.81	176,729.77
1	0	0	HR Fiscal Administrator	22,333.40	63,607.63
1	1	1	Labor Relations Manager	30,214.95	112,526.46
4	6	6	Mgr of HR Program Planning and Mgmt	26,273.96	82,493.55
8	9	9			
<u>ADMINISTRATIVE SUPPORT</u>					
1	1	1	Junior Personnel Assistant	20,800.00	39,367.76
0	1	1	Private Secretary to the Director	20,800.00	47,550.25
1	0	0	Secretary to Director	10.00	17.69
2	2	2			
<u>PROFESSIONALS</u>					
1	1	1	Administrative Manager	27,193.55	101,816.22
1	1	1	Labor Relations Assistant	20,800.00	53,900.54
1	1	1	Labor Relations Officer	27,325.56	77,502.92
1	1	1	Senior Systems Analyst	20,800.00	41,170.98
1	1	1	Supervisor of Computer Operations	30,214.95	89,155.89
1	0	0	Supervisor of Personnel Records	20,800.00	53,900.54
6	5	5			
16	16	16	TOTAL FULL TIME		
<u>PART TIME</u>					
1	1	2	Junior Personnel Assistant	20,800.00	39,367.76
1	1	2	TOTAL PART TIME		
17	17	18	TOTAL DIVISION		

DEPARTMENT OF LAW

Barbara A. Langhenry, Director

Mission Statement

To promote the interests of the City of Cleveland and its residents by providing sound legal advice to the City, its agencies, officials and employees; to protect the City's legal rights and interests in all legal proceedings; and to fairly and aggressively prosecute all who undermine the quality of life in Cleveland by violating the City's laws.

PROGRAM NAME: BUILDING, HOUSING, HEALTH, FIRE AND TAX CODE ENFORCEMENT

OBJECTIVES: To improve the quality of life in Cleveland by fairly and aggressively enforcing the City's building, housing, health, fire and tax codes.

ACTIVITIES: Prosecute violations of the various City codes in the appropriate forum. Advise City officials and employees on the applicability and interpretation of the City's codes to particular situations.

PROGRAM NAME: CITY REPRESENTATION IN CIVIL LITIGATION

OBJECTIVES: To effectively represent the City of Cleveland in all civil proceedings and expedite the resolution of claims filed with the City.

ACTIVITIES: Represents the City in court actions involving claims filed on behalf of and against the City, including the abatement of nuisances, environmental cleanup, defense of the City's laws, suits for the collection of taxes, claims by the City against persons who have damaged City property, and defense of various legal claims. Process personal injury and property damage claims for and against the City.

PROGRAM NAME: CRIMINAL INVESTIGATIONS, MEDIATION AND PROSECUTIONS

OBJECTIVES: To represent the City of Cleveland in misdemeanor criminal proceedings before the Cleveland Municipal Court, process felony charges on behalf of the State of Ohio, and operate an effective and appropriate neighborhood alternative dispute resolution program.

ACTIVITIES: Prosecute criminal actions before the Cleveland Municipal Court and process felony charges on behalf of the State of Ohio. Conduct citizen complaint intake interviews annually and mediation hearings through the Community Prosecution and Mediation Program.

PROGRAM NAME: DOMESTIC VIOLENCE PROGRAM

OBJECTIVES: To use a collaborative effort between prosecutors, safety forces, and witness/victim advocates to conduct criminal investigations and prosecute offenders of domestic violence and stalking crimes in the City's neighborhoods.

ACTIVITIES: An established specialized domestic violence protection unit that develops evidence and prosecutes domestic violence and stalking crimes, even when the victim is unwilling to cooperate.

PROGRAM NAME: LEGAL ADVISOR TO CITY AGENCIES, OFFICIALS AND EMPLOYEES

OBJECTIVES: To serve as daily legal advisor to all City agencies, officials and employees.

ACTIVITIES: Provide legal advice and counsel to the Administration and City Council on legal issues that arise out of City operations in all areas of the law, including labor and employment, real estate, health, environment, utilities, aviation, economic development and all aspects of municipal law. Prepare contracts, legislation, legal opinions, and other legal documents.



Department of Law

DEPARTMENT OF LAW

PROGRAM NAME: ***PUBLIC RECORDS MANAGEMENT***

OBJECTIVES: To oversee a timely and complete response to requests for public records.

ACTIVITIES: Coordinate and monitor the timely collection and dissemination of documents responsive to requests for public records.

DEPARTMENT OF LAW

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 4,775,961	\$ 4,712,105	\$ 4,240,348	\$ 4,987,495
Longevity	—	29,575	26,250	29,225
Separation Payments	30,334	77,645	15,798	30,000
	\$ 4,806,295	\$ 4,819,324	\$ 4,282,396	\$ 5,046,720
Benefits				
Hospitalization	\$ 586,462	\$ 532,579	\$ 511,833	\$ 621,579
Flex Save Admin Fees	—	—	1,020	—
Prescription	139,806	133,593	127,909	146,606
Dental	39,403	39,799	38,188	45,613
Vision Care	4,288	4,419	4,216	4,608
Public Employees Retire System	757,743	665,919	610,272	702,103
Fica-Medicare	60,744	60,483	55,949	66,393
Workers' Compensation	69,268	89,219	76,480	68,018
Life Insurance	3,904	3,724	3,293	3,483
Unemployment Compensation	—	28,985	29,405	—
	\$ 1,661,620	\$ 1,558,719	\$ 1,458,565	\$ 1,658,403
Other Training & Professional Dues				
Travel	\$ 1,913	\$ 2,045	\$ 5,433	\$ 3,000
Tuition & Registration Fees	1,437	24,350	1,050	26,000
Professional Dues & Subscript	129,264	140,828	160,623	150,000
	\$ 132,614	\$ 167,222	\$ 167,106	\$ 179,000
Contractual Services				
Professional Services	\$ 716,753	\$ 814,707	\$ 717,075	\$ 900,000
Court Reporter	74,682	110,917	84,851	90,000
Mileage (Private Auto)	479	—	—	100
Advertising And Public Notice	—	—	—	100
Parking In City Facilities	1,162	1,952	1,605	1,500
Insurance And Official Bonds	—	120	250	—
Other Contractual	13,020	6,120	5,655	8,000
Local Match-Grant Programs	—	80,800	39,699	45,340
	\$ 806,097	\$ 1,014,616	\$ 849,135	\$ 1,045,040
Materials & Supplies				
Office Supplies	\$ 6,987	\$ 8,365	\$ 3,206	\$ 8,500
Postage	602	2,649	688	1,500
Photographic Supplies	1,350	816	—	1,000
Just In Time Office Supplies	7,157	672	8,327	10,000
	\$ 16,095	\$ 12,502	\$ 12,221	\$ 21,000
Maintenance				
Maintenance Office Equipment	\$ 1,843	\$ —	\$ —	\$ —
	\$ 1,843	\$ —	\$ —	\$ —
Claims, Refunds, Maintenance				
Court Costs	\$ 16,630	\$ 18,165	\$ 36,557	\$ 40,000
Judgements, Damages, & Claims	1,038,787	1,278,663	2,145,543	1,356,021
	\$ 1,055,417	\$ 1,296,828	\$ 2,182,100	\$ 1,396,021

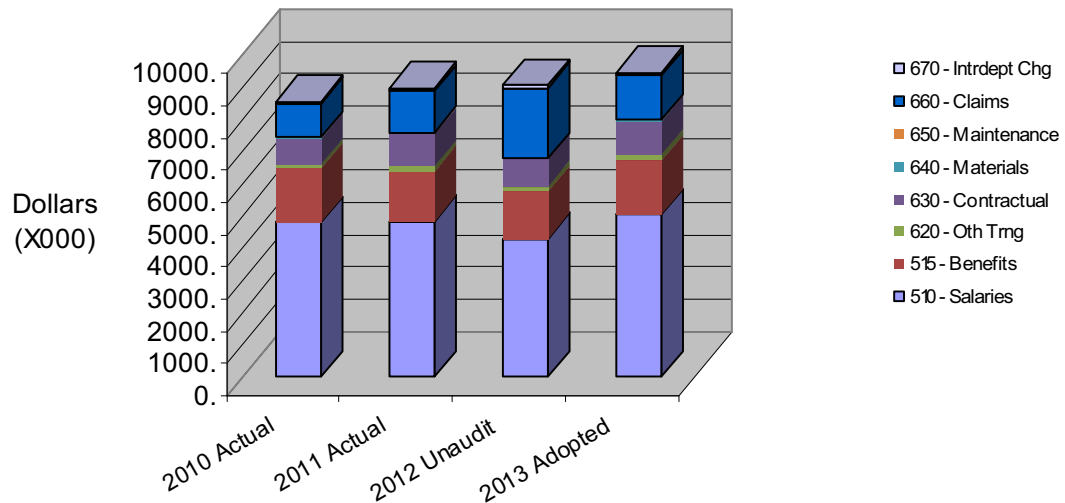
Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Interdepart Service Charges				
Charges From Telephone Exch	\$ 14,896	\$ 23,702	\$ 29,329	\$ 28,104
Charges From Print & Repro	41,712	50,761	52,924	51,572
Charges From Central Storeroom	7,686	7,392	7,429	8,581
Charges From M.V.M.	1,207	2,391	1,885	1,585
	\$ 65,501	\$ 84,246	\$ 91,566	\$ 89,842
	\$ 8,545,481	\$ 8,953,458	\$ 9,043,088	\$ 9,436,026

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ (4)	\$ —	\$ —	\$ —
Fines, Forfeitures & Settlements	6,155	26,142	86,509	—
Licenses & Permits	1	—	—	—
Miscellaneous	4,360	10,083	118,150	8,000
Sale Of City Assets	—	565,550	—	—
	\$ 10,513	\$ 601,775	\$ 204,659	\$ 8,000

Law Expenditures by Appropriation



DEPARTMENT OF LAW

COMPARISON OF STAFFING LEVEL

No. of Employees				Salary Schedule	
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
6	5	6	Chief Assistant Director of Law	31,500.00	126,270.18
1	1	1	Chief Assistant Prosecutor	36,750.00	138,997.51
1	1	1	Chief Corporate Counsel	36,750.00	138,997.51
1	0	1	Chief Counsel	36,750.00	138,997.51
1	1	1	Chief Trial Counsel	36,750.00	138,997.51
1	1	1	Director of Law	50,795.81	176,729.77
1	1	1	First Assistant Prosecutor	31,500.00	126,270.18
1	1	1	Supervisor of Hardware Evaluation	30,214.95	89,155.89
13	11	13			
<u>ADMINISTRATIVE SUPPORT</u>					
4	5	5	Legal Secretary	20,800.00	45,916.43
2	2	2	Senior Clerk	12.47	16.58
6	7	7			
<u>PARA-PROFESSIONALS</u>					
3	2	2	Chief Legal Investigator	23,647.11	67,017.93
1	1	1	Claims Examiner	10.00	23.32
3	3	3	Docket Clerk	20,800.00	36,325.25
7	6	6			
<u>PROFESSIONALS</u>					
1	1	1	Administrative Manager	27,193.55	101,816.22
3	3	3	Assistant Administrator	20,800.00	56,847.22
24	21	24	Assistant Director of Law I (S)	26,250.00	86,093.31
3	3	3	Assistant Director of Law I	26,250.00	80,353.75
1	1	1	Assistant Director of Law II	31,500.00	97,572.42
17	17	17	Assistant Prosecutor	23,100.00	97,572.42
3	3	3	Misdemeanor Investigator	20,800.00	47,536.88
1	1	1	Personnel Administrator	26,273.96	82,493.55
1	1	1	Project Director	22,333.40	80,282.43
54	51	54			
80	75	80	TOTAL FULL TIME		
80	75	80	TOTAL DIVISION		



FINANCE ADMINISTRATION

Sharon Dumas, Director

Mission Statement

To provide professional financial management services and protect the fiscal integrity of the City by maximizing the collection of revenue, monitoring the efficient allocation and expending of funds necessary to support municipal operations and judiciously investing public monies. To adhere to the practice of generally accepted accounting principles in a manner consistent with the guidelines required by the Ohio Revised Code (ORC), Codified Ordinances of the City of Cleveland and the Auditor of State.

PROGRAM NAME: ADMINISTRATION

OBJECTIVES: To supervise the twelve fiscal divisions in the Department of Finance in order to manage citywide financial controls and compliance. To ensure prudent financial management.

ACTIVITIES: Provide timely, accurate, auditable reporting of all financial transactions. Deliver cost-effective Information Technology (IT) services to support citywide operations.

PROGRAM NAME: RISK MANAGEMENT

OBJECTIVES: To manage work related injury claims filed against the City. Purchase adequate property and casualty insurance to protect identified City assets.

ACTIVITIES: Maintain adequate claims history to support the necessary financial reserves available to injured employees through worker's compensation insurance. Provide guidance regarding specific insurance related questions.

FINANCE ADMINISTRATION

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 508,472	\$ 605,617	\$ 592,683	\$ 718,114
Seasonal	9,048	23,450	19,404	27,204
Part-Time Permanent	—	5,698	—	—
Longevity	—	2,775	2,300	3,075
Separation Payments	—	4,040	—	—
Overtime	—	434	—	—
	\$ 517,520	\$ 642,014	\$ 614,387	\$ 748,393
Benefits				
Hospitalization	\$ 37,965	\$ 51,670	\$ 52,511	\$ 70,441
Flex Save Admin Fees	—	—	120	—
Prescription	10,456	13,812	14,125	17,768
Dental	2,638	3,776	3,819	5,067
Vision Care	366	462	456	532
Public Employees Retire System	84,952	88,987	86,185	104,344
Fica-Medicare	7,411	9,057	8,737	10,848
Workers' Compensation	5,982	9,350	9,908	8,452
Life Insurance	304	356	379	453
Unemployment Compensation	—	1,548	—	—
	\$ 150,074	\$ 179,018	\$ 176,240	\$ 217,905
Other Training & Professional Dues				
Travel	\$ (798)	\$ 4,934	\$ 3,492	\$ 4,000
Tuition & Registration Fees	1,073	225	3,725	2,600
Mileage (Priv Auto) Trng Prps	—	—	86	200
Professional Dues & Subscript	2,212	2,302	1,966	2,200
	\$ 2,487	\$ 7,462	\$ 9,268	\$ 9,000
Contractual Services				
Professional Services	\$ —	\$ 1,950	\$ 311	\$ 6,000
Advertising And Public Notice	—	—	356	—
Parking In City Facilities	681	3,360	2,805	2,000
Insurance And Official Bonds	—	—	283	—
Other Contractual	—	—	—	254,250
	\$ 681	\$ 5,310	\$ 3,754	\$ 262,250
Materials & Supplies				
Office Supplies	\$ —	\$ 267	\$ 176	\$ 200
Postage	545	897	1,011	1,000
Computer Software	—	—	280	300
Other Supplies	78	765	212	700
Just In Time Office Supplies	2,775	3,034	1,592	3,000
	\$ 3,399	\$ 4,963	\$ 3,271	\$ 5,200
Interdepart Service Charges				
Charges From Telephone Exch	\$ 8,021	\$ 7,034	\$ 6,523	\$ 7,329
Charges From Print & Repro	2,373	2,955	3,951	3,590
Charges From Central Storeroom	1,052	582	260	489
Charges From M.V.M.	—	—	2,355	1,981
	\$ 11,446	\$ 10,571	\$ 13,089	\$ 13,389
	\$ 685,606	\$ 849,338	\$ 820,009	\$ 1,256,137

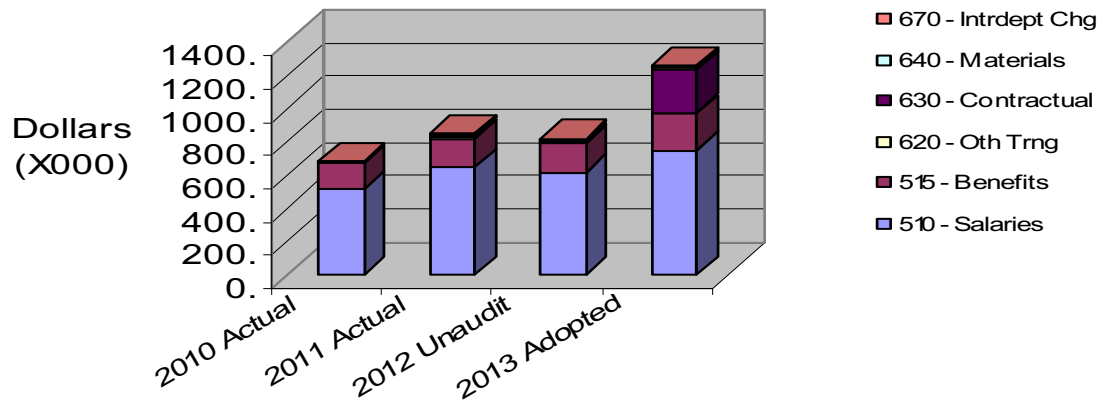


FINANCE ADMINISTRATION

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Licenses & Permits	\$ —	\$ 952	\$ —	\$ —
Miscellaneous	749	729	299	200,000
Other Shared Revenue	—	2,087	—	—
	<u>\$ 749</u>	<u>\$ 3,768</u>	<u>\$ 299</u>	<u>\$ 200,000</u>

Finance Administration Expenditures by Appropriation



FINANCE ADMINISTRATION

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Director of Finance	50,795.81	176,729.77
1	1	1	Secretary to Director of Finance	36,590.00	132,880.22
2	2	2			
<u>ADMINISTRATIVE SUPPORT</u>					
1	1	1	Jr Personnel Assistant	20,800.00	39,367.76
1	1	1	Private Secretary to Director	20,800.00	47,550.25
2	2	2			
<u>PARA-PROFESSIONALS</u>					
1	0	1	Chief Legal Investigator	23,647.11	67,017.93
1	0	1			
<u>PROFESSIONALS</u>					
1	1	1	Assistant Administrator	20,800.00	56,847.22
0	0	1	Assistant Director of Law I	26,250.00	86,093.31
1	1	1	Deputy Project Director	20,092.80	62,836.42
1	1	1	Project Coordinator	27,325.56	90,294.89
1	1	1	Risk Manager	27,325.56	97,819.83
4	4	5			
9	8	9	TOTAL FULL TIME		
<u>PART TIME</u>					
4	0	4	Student Aide	10.00	11.04
4	0	4	TOTAL PART TIME		
13	8	13	TOTAL DIVISION		



Department of Finance

DIVISION OF ACCOUNTS

Lonya Moss-Walker, Commissioner

Mission Statement

To accurately record financial transactions and to provide centralized accounting services to the City Departments.

The Division of Accounts maintains the City's financial accounting records and facilitates the timely payment of the City's liabilities. Also, the Division serves as the collection point for all payroll data and monitors the processing of the City's payrolls and related reports. The Division records cash receipts, performs reviews of cash disbursements, processes encumbrances, and maintains the City's document storage.

PROGRAM NAME: ACCOUNTS PAYABLE

OBJECTIVES: To pay the City's vendors in a timely and accurate manner.

ACTIVITIES: To verify the accuracy of payment documentation received and to process payments to the City's vendors.

PROGRAM NAME: GENERAL ACCOUNTING

OBJECTIVES: To maintain the City's records utilizing the Advantage financial system.

ACTIVITIES: To process the encumbrances of contracts and verify the pre-encumbrances of legislation.

PROGRAM NAME: PAYROLL

OBJECTIVES: To provide accurate and timely payroll data and reports on a bi-weekly basis.

ACTIVITIES: Collect and disburse data and reports.

PROGRAM NAME: RECORD MANAGEMENT

OBJECTIVES: To maintain the integrity of the Division's document files.

ACTIVITIES: To file and retrieve the various documents within the responsibility of the Division.

DIVISION OF ACCOUNTS

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 879,844	\$ 892,504	\$ 901,243	\$ 1,010,959
Longevity	—	7,475	7,550	7,550
Separation Payments	36,899	13,523	—	29,673
Overtime	5,714	234	—	5,000
	\$ 922,457	\$ 913,737	\$ 908,793	\$ 1,053,182
Benefits				
Hospitalization	\$ 134,752	\$ 123,314	\$ 113,589	\$ 131,280
Flex Save Admin Fees	—	—	120	—
Prescription	30,511	29,006	26,856	29,114
Dental	9,429	8,701	7,470	8,377
Vision Care	1,246	1,243	1,184	1,239
Public Employees Retire System	138,213	126,120	126,897	143,292
Fica-Medicare	11,063	11,646	11,476	13,449
Workers' Compensation	10,678	16,666	14,002	12,497
Life Insurance	855	825	789	858
	\$ 336,748	\$ 317,521	\$ 302,383	\$ 340,106
Other Training & Professional Dues				
Travel	\$ 417	\$ 1,293	\$ 732	\$ 1,000
Tuition & Registration Fees	1,372	1,589	370	2,000
Professional Dues & Subscript	843	883	828	1,500
	\$ 2,632	\$ 3,765	\$ 1,930	\$ 4,500
Contractual Services				
Professional Services	\$ 278,750	\$ 191,586	\$ 241,585	\$ 228,800
Parking In City Facilities	121	440	27	—
Insurance And Official Bonds	175	275	327	350
Other Contractual	310,000	207,488	344,870	379,100
	\$ 589,046	\$ 399,788	\$ 586,809	\$ 608,250
Materials & Supplies				
Office Supplies	\$ 978	\$ 93	\$ 1,756	\$ 1,500
Postage	493	128	502	1,000
Just In Time Office Supplies	2,292	747	4,848	3,000
	\$ 3,763	\$ 968	\$ 7,106	\$ 5,500
Maintenance				
Maintenance Office Equipment	\$ —	\$ 165	\$ 447	\$ 1,000
	\$ —	\$ 165	\$ 447	\$ 1,000
Interdepart Service Charges				
Charges From Telephone Exch	\$ 8,521	\$ 8,687	\$ 4,705	\$ 6,345
Charges From Print & Repro	9,966	8,322	9,418	9,480
Charges From Central Storeroom	7,865	1,365	1,144	1,515
	\$ 26,351	\$ 18,373	\$ 15,267	\$ 17,340
	\$ 1,880,999	\$ 1,654,317	\$ 1,822,736	\$ 2,029,878

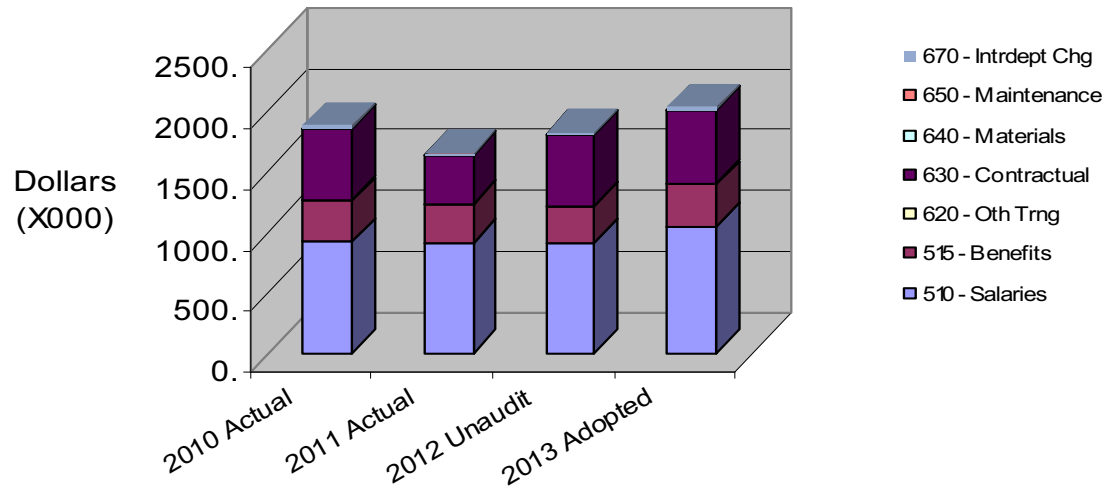


DIVISION OF ACCOUNTS

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Miscellaneous	\$ 400	\$ 381	\$ 115	\$ —
	\$ 400	\$ 381	\$ 115	\$ —

Accounts Expenditures by Appropriation



DIVISION OF ACCOUNTS

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Commissioner of Accounts	40,314.82	132,061.01
1	1	1	Deputy Commissioner of Accounts	26,273.96	88,389.13
2	2	2			
<u>ADMINISTRATIVE SUPPORT</u>					
1	1	1	Chief Clerk	22,050.00	47,550.25
6	5	6	Principal Clerk	14.88	20.10
1	1	1	Receptionist	10.00	15.61
8	7	8			
<u>PROFESSIONALS</u>					
1	2	1	Accountant II	14.88	22.17
1	1	1	Accountant IV	20,800.00	59,419.42
1	1	1	Administrative Officer	20,800.00	52,979.99
0	0	1	Accountant Supervisor	23,647.11	72,539.05
1	1	1	Auditor	20,092.80	58,837.68
1	1	1	Budget & Management Analyst	20,800.00	55,788.47
1	1	1	Central Payroll Supervisor	20,800.00	56,847.22
1	1	1	Senior Personnel Assistant	20,800.00	50,162.59
1	1	1	Senior System Analyst	20,800.00	41,170.98
8	9	9			
18	18	19	TOTAL FULL TIME		
18	18	19	TOTAL DIVISION		



Department of Finance

DIVISION OF ASSESSMENTS AND LICENSES

Dedrick C. Stephens, CFE, Commissioner

Mission Statement

To Promote and support the health and safety of the citizens and visitors to Cleveland through the collection of business taxes to fund City services; issuance and enforcement of licensing and permitting laws to protect the public; bill and collect monies expended on various services; improve the accuracy of measurements to protect consumers and promote fair competition and trade through the sealing of commercial devices; and preparation of assessments to recoup funds expended on public improvements and contribute to economic development through special improvement districts.

The Division of Assessments and Licenses supports the health and safety of our citizens and promotes fair business practices throughout the City of Cleveland. The Division administers and collects various excise and gross receipts taxes to fund City operations; regulate and enforce licensing and permitting laws to protect the public; and manages a city-wide billing and collection service in order to recoup monies expended on various services. Consumers and businesses are uniformly protected through the Division's regulation of weights and measures standards. The Division's assessment activities support business improvement districts and recoup funds expended on public improvements. The Division also manages a centralized shared service center that provides accounting, billing, accountat, receivable management, and processing services for other City departments.

The Division administers excise and gross receipts taxes - admissions, transient occupancy (hotel/motel), motor vehicle lessor, parking and coin operated amusement device. The Division works with other City divisions and departments to ensure that the Codified Ordinances of the City are met for the issuance of licenses and permits to protect the public. The license compliance business unit regulates various industries and ensures that businesses abide by City laws.

Through its Bureau of Weights and Measures the Division protects consumers by inspecting all types of scales, scanners, gasoline pumps, and other commercial measuring, weighing, and timing devices that ensure uniform accuracy and equity in the marketplace of buyers and sellers. The Bureau cooperatively works with similar city, county and state organizations on special investigations to ensure that the Consumer Protection Code is uniformly administered.

The Division manages billing and collection activities for various services provided by the following City divisions - Emergency Medical Service, Port Control, Streets, Waste Collection, Building & Housing, Health, Police, Fire and Public Works. Ambulance transportation services provided by EMS, Fire and Port Control are invoiced with collections from medical insurance carriers throughout the country including Federal and State agencies. The Division also oversees the City's prisoner medical claim management process.

Our vision is to inspire governmental excellence through expertise and innovative business practices in order to benefit constituents. Our actions also reflect values of service, integrity, and respect that will enable us to consistently provide accurate, efficient and timely responses. We strive to proactively enhance operations in order to continuously add value in a rapidly changing environment.

PROGRAM NAME: ADMINISTRATION STRATEGIC BUSINESS UNIT

OBJECTIVES: To provide division-wide administration through efficient, accurate, and timely processing of internal data items and requests; to effectively provide information and processing services to the citizens and several departments of the City; and to accurately account for all monies and receipts processed by the Division.

ACTIVITIES: Plan, organize, budget and allocate resources to efficiently provide administrative support for Divisional activities. Execute, plan, monitor and control the performance of programs and projects. Accurate and timely reporting of financial and performance results.

DIVISION OF ASSESSMENTS AND LICENSES

PROGRAM NAME: ADMINISTRATION - ASSESSMENTS

OBJECTIVES: Allocate cost connected to a public improvement to benefiting parties pursuant to State and local laws. Timely and accurately certify all assessments to the County. Prepare, support and administer special assessments and business improvement districts (BIDs) including the Downtown Cleveland Alliance, Gordon Square Arts Improvement District and the Market Business Improvement District.

ACTIVITIES: Assist in the establishment of BIDs that contribute to economic development and quality of life activities. Prepare, invoice and account for payments of various assessments - BIDs, sidewalks, vaults, trees, etc. Appropriation of property, vacate streets, serve legal notices, billing for tax incremental financing project, etc.

PROGRAM NAME: ADMINISTRATION - PROCESSING

OBJECTIVES: Provide value-added centralized shared services of accounting, receipting, processing and licensing services for City divisions that reduce cost, strengthen internal controls and improve efficiencies.

ACTIVITIES: Issue over 140 different types of licenses and permits (approximately 25,000 per year). Collect, deposit and accurately account for licenses, permits, invoices, tax returns, registrations and fees.

PROGRAM NAME: BILLING STRATEGIC BUSINESS UNIT

OBJECTIVES: Ensure the collection of monies due the City for services provided to citizens and businesses by providing accurate and timely billing services for several City departments to achieve optimal cost recovery. Provide responsive and courteous service to end users of City services; and to foster seamless communication and interfaces between all constituent partnerships.

ACTIVITIES: Ambulance Transportation Service Billing and Collections - Pre-bill research and verification; medical coding; generate and distribute invoices; bill appropriate medical insurance carriers for the citywide ambulance care and transportation services; electronic claims submission and remittance; manage accounts receivable; collect delinquent accounts; comply with various federal and state statutes including the Health Insurance Portability and Accountability Act; manage collection agency relationship; maintain management information system of billing and collection activities. Over 60,000 invoices billed annually.

ACTIVITIES: City Service Billing - Prepare invoices for city-wide services provided by Waste Collection; Building and Housing; Public Works; Streets; Police and Fire. Activities performed by this centralized billing service include pre-billing verification; data entry of all billing source documents; generating and distributing invoices; managing accounts receivables and annual certification to County Auditor; and collection of delinquent accounts.

PROGRAM NAME: COMPLIANCE STRATEGIC BUSINESS UNIT

OBJECTIVES: Uniform and equitable enforcement (criminal and civil) of the City's ordinances and licensing requirements; to ensure all business taxes are collected to support services provided by the City; and to educate those conducting business within the City of compliance responsibilities through effective communication and informational products.

PROGRAM NAME: COMPLIANCE - LICENSES

OBJECTIVES: Assist, educate, and protect the public through the implementation and enforcement of City laws mandating regulation and licensing of businesses, occupations and other specific activities.

ACTIVITIES: Enforce Divisional licensing requirements fairly and consistently in order to promote compliance with the laws and maintain confidence in the integrity of the City's business regulatory environment. Research and/or canvass City to ensure businesses are properly licensed and observe statutes stipulated in the Ordinance.



DIVISION OF ASSESSMENTS AND LICENSES

PROGRAM NAME: COMPLIANCE - TAX ADMINISTRATION

OBJECTIVES: Fully collect business tax revenues required to be paid by law and necessary to fund operations of the City, through the uniform and fair administration of admissions, parking, hotel and motor vehicle lessor tax laws in a manner that merits the highest degree of public confidence in our integrity, efficiency and fairness.

ACTIVITIES: Interpret the laws and educate taxpayers of their obligations and rights. Respond to taxpayer questions. Investigate and audit to identify and resolve discrepancies and discourage tax evasion. Enforce the tax laws through criminal or civil prosecution for those that do not comply voluntarily.

PROGRAM NAME: COMPLIANCE - WEIGHTS AND MEASURES

OBJECTIVES: Achieve equity in the marketplace through the uniform enforcement of local, State and national weights and measures laws. Protect consumers and businesses from unfair and deceptive practices which create a level playing field for all.

ACTIVITIES: Inspect and seal all weighing and measuring devices. These devices include commercial scales, scanners, timing devices and gasoline pumps in the City. Investigate complaints concerning the accuracy of weighing devices. Issue violations, condemn equipment, and ensure that all violations are corrected.

DIVISION OF ASSESSMENTS AND LICENSES

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 1,379,683	\$ 1,315,367	\$ 1,372,211	\$ 1,727,015
Longevity	—	7,800	8,700	8,725
Separation Payments	20,576	10,334	14,471	—
Overtime	15,549	15,465	17,466	—
	\$ 1,415,808	\$ 1,348,966	\$ 1,412,849	\$ 1,735,740
Benefits				
Hospitalization	\$ 233,243	\$ 227,166	\$ 249,400	\$ 333,670
Flex Save Admin Fees	—	—	60	—
Prescription	49,993	52,915	60,922	77,014
Dental	15,709	17,154	19,559	25,212
Vision Care	2,281	2,095	2,085	2,411
Public Employees Retire System	215,382	187,350	195,247	242,022
Fica-Medicare	18,145	18,309	19,586	25,208
Workers' Compensation	16,329	26,209	24,158	20,594
Life Insurance	1,440	1,350	1,375	1,729
Unemployment Compensation	3,533	12,622	—	—
Clothing Allowance	—	645	773	800
	\$ 556,055	\$ 545,816	\$ 573,165	\$ 728,660
Other Training & Professional Dues				
Travel	\$ 1,268	\$ 2,119	\$ 8,961	\$ 5,200
Tuition & Registration Fees	2,835	2,504	2,698	3,000
Other Training Supplies	—	—	892	745
Professional Dues & Subscript	1,731	879	578	975
	\$ 5,834	\$ 5,502	\$ 13,129	\$ 9,920
Contractual Services				
Professional Services	\$ 324,728	\$ 262,760	\$ 1,329,487	\$ 1,181,840
Court Reporter	—	—	457	2,260
Travel- Non-Training	—	—	24	850
Mileage (Private Auto)	759	459	18,315	2,400
Security Services	—	146	—	—
Expense Account Reimbursement	—	27	142	300
Advertising And Public Notice	24,802	9,355	6,798	6,800
Participation Fee	—	—	525	—
Parking In City Facilities	126	84	15	500
Insurance And Official Bonds	100	100	250	250
Other Contractual	—	763	25,181	—
Credit Card Processing Fees	76,747	96,834	167,563	125,000
	\$ 427,262	\$ 370,528	\$ 1,548,757	\$ 1,320,200



Department of Finance

DIVISION OF ASSESSMENTS AND LICENSES

Expenditures (Continued)

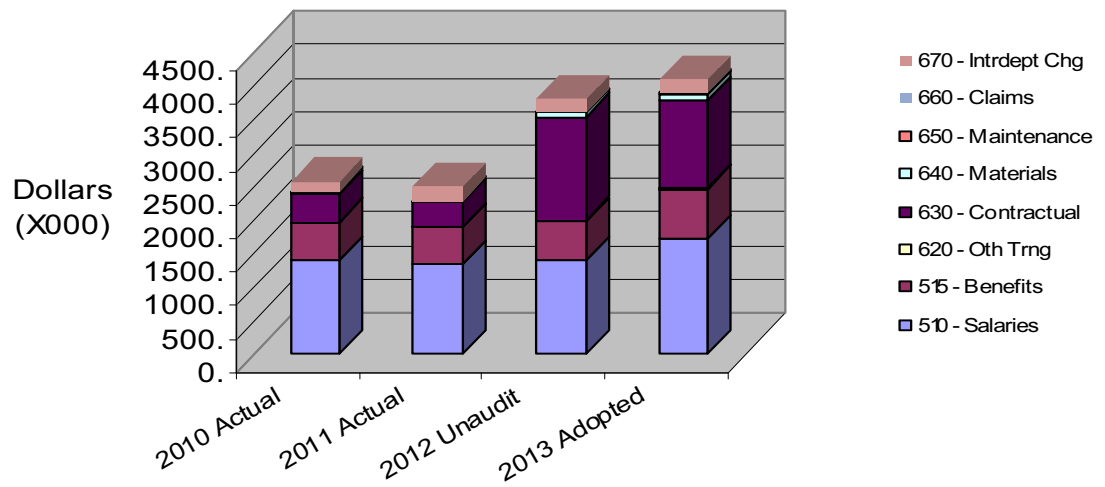
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Materials & Supplies				
Office Supplies	\$ —	\$ 802	\$ 2,349	\$ 2,000
Postage	—	2,213	29,390	50,000
Computer Supplies	—	—	497	800
Computer Hardware	438	3,351	—	—
Computer Software	10,480	1,200	2,697	7,725
Clothing	3,330	—	—	—
Hardware & Small Tools	—	3,596	381	3,300
Small Equipment	639	1,142	1,682	3,750
Office Furniture & Equipment	—	802	3,511	—
Paper And Other Printing Suppl	—	975	—	—
Other Supplies	9,187	684	18,689	11,500
Safety Equipment	—	—	56	—
Just In Time Office Supplies	14,504	6,704	7,259	8,500
	\$ 38,579	\$ 21,468	\$ 66,512	\$ 87,575
Maintenance				
Maintenance Contracts	\$ —	\$ —	\$ —	\$ 2,680
Computer Software Maintenance	—	—	3,020	26,448
	\$ —	\$ —	\$ 3,020	\$ 29,128
Claims, Refunds, Maintenance				
Court Costs	\$ 64	\$ 1,044	\$ 20	\$ 3,000
	\$ 64	\$ 1,044	\$ 20	\$ 3,000
Interdepart Service Charges				
Charges From Telephone Exch	\$ 9,897	\$ 11,205	\$ 11,483	\$ 12,002
Charges From Print & Repro	58,854	104,958	84,668	85,124
Charges From Central Storeroom	58,589	93,933	72,311	80,300
Charges From M.V.M.	15,502	15,783	44,357	27,305
	\$ 142,842	\$ 225,879	\$ 212,819	\$ 204,731
	\$ 2,586,444	\$ 2,519,203	\$ 3,830,271	\$ 4,118,954

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 108,957	\$ 119,201	\$ 77,088	\$ 160,000
Fines, Forfeitures & Settlements	29,635	3,625	2,075	3,400
Licenses & Permits	376,061	358,422	347,619	333,575
Miscellaneous	156,002	22,076	61,404	—
Local Taxes	24,732,082	27,417,455	29,381,230	28,940,000
	\$ 25,402,738	\$ 27,920,779	\$ 29,869,416	\$ 29,436,975

DIVISION OF ASSESSMENTS AND LICENSES

Assessments & Licenses Expenditures by Appropriation





Department of Finance

DIVISION OF ASSESSMENTS AND LICENSES

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Assistant Commissioner of Assessments and Licenses	23,647.11	84,588.76
1	1	1	Commissioner of Assessments and Licenses	40,314.82	121,901.44
2	2	2			
<u>ADMINISTRATIVE SUPPORT</u>					
1	1	0	Data Control Clerk	10.00	16.98
1	0	0	Legal Secretary	20,800.00	45,916.43
2	1	1	Principal Cashier	14.66	23.74
1	0	0	Private Secretary	10.00	21.21
2	2	2	Senior Cashier	12.57	20.20
7	4	3			
<u>PARA-PROFESSIONALS</u>					
0	1	1	Chief Legal Investigator	23,647.11	67,017.93
0	1	1			
<u>PROFESSIONALS</u>					
0	0	1	Accountant II	14.88	22.17
0	1	1	Administrative Manager	27,193.55	101,816.22
3	2	2	Assessments Analyst	20,800.00	51,294.00
2	2	3	Assistant Administrator	20,800.00	56,847.22
1	1	1	Assistant Director of Law	26,250.00	80,353.75
3	2	3	Auditor	20,092.80	58,837.68
1	0	1	Chief Auditor	23,647.11	84,588.76
1	0	2	Medical Billing Reimbursement Specialist	10.42	22.06
1	3	1	Medical Coder & Billing Analyst	10.17	22.73
2	2	2	Miscellaneous Investigator	15.35	18.62
1	0	0	Misdemeanor Investigator	20,800.00	47,536.88
3	4	4	Project Coordinator	27,325.56	90,294.89
18	17	21			
<u>TECHNICIANS</u>					
1	0	0	Citizens Info Representative	10.00	19.29
0	0	1	Data Conversion Operator	12.02	15.39
3	3	3	Inspector of Weights & Measures	12.89	17.90
4	4	5	Senior Data Conversion Operator	13.47	18.44
1	1	1	Supervisor of Weights & Measures	20,800.00	63,634.38
9	8	10			
36	32	37	TOTAL FULL TIME		
36	32	37	TOTAL DIVISION		

DIVISION OF TREASURY

James Hartley, Acting Treasurer

Mission Statement

To collect, protect and invest public monies in a professional manner that is consistent with the guidelines established by the Codified Ordinances of the City of Cleveland.

The City Treasurer is the custodian of all public money of the City. Treasury is the central office through which all banking, treasury management and related auxiliary services are provided to City departments and divisions. Treasury receives and disburses all public money of the City on warrants issued by the Commissioner of Accounts in accordance with the City Charter and Codified Ordinances. Funds are held in approved depositories protected by pledge collateral or invested in accordance with the City's Cash Management and Investment Policy. Treasury is the paymaster for all City employees and as such coordinates the distribution of payroll checks and manages employee direct deposit.

PROGRAM NAME: CASH COLLECTION AND DEPOSITORY SERVICES

OBJECTIVES: To safeguard the City's cash resources from the time of collection to deposit.

ACTIVITIES: Receive and prepare funds for deposit; open and monitor bank accounts; provide City departments and divisions with access to banking and other depository services.

PROGRAM NAME: CASH MANAGEMENT

OBJECTIVES: To provide cash management services consistent with approved policies/procedures and prudent business practices.

ACTIVITIES: Determine cash requirements and maintain appropriate cash flow; process wire and ACH transfers; administer citywide petty cash and requests for special change funds.

PROGRAM NAME: DISBURSEMENTS

OBJECTIVES: To maintain secure control over disbursement functions and provide for the prompt distribution of warrants to payees.

ACTIVITIES: Print and distribute warrants for vendor payments, employee reimbursements, jury vouchers and CCA refunds.

PROGRAM NAME: INVESTMENTS

OBJECTIVES: To maximize investment returns and maintain a portfolio that provides safety of principal and sufficient liquidity to meet the operating needs of the City.

ACTIVITIES: Initiate and record investment transactions; analyze investment activities; and prepare/maintain the investment portfolio, records and reports.

PROGRAM NAME: PAYROLL SERVICES

OBJECTIVES: To safeguard employee payroll and direct deposit information and provide for secure and efficient distribution of employee payroll checks and vouchers.

ACTIVITIES: Setup and maintain direct deposit of employee payroll; sort and distribute payroll checks, stubs and express vouchers; manage the reissue of lost checks and direct deposit rejects; and coordinate the distribution of approved payroll inserts.



Expenditures

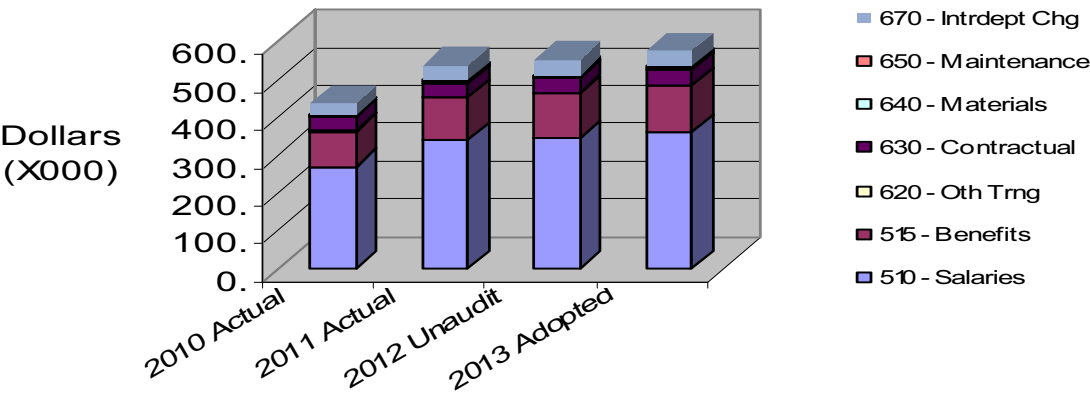
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 269,841	\$ 335,013	\$ 341,073	\$ 357,264
Longevity	—	2,350	2,625	2,625
	\$ 269,841	\$ 337,363	\$ 343,698	\$ 359,889
Benefits				
Hospitalization	\$ 28,680	\$ 38,816	\$ 42,140	\$ 45,650
Prescription	7,475	10,110	11,088	11,346
Dental	1,984	3,024	3,148	3,336
Vision Care	270	363	375	376
Public Employees Retire System	42,190	47,166	48,063	50,384
Fica-Medicare	3,835	4,763	4,839	5,256
Workers' Compensation	7,693	9,157	9,741	4,728
Life Insurance	210	270	270	270
	\$ 92,338	\$ 113,669	\$ 119,665	\$ 121,346
Other Training & Professional Dues				
Tuition & Registration Fees	\$ 300	\$ 400	\$ 400	\$ 1,500
Mileage (Priv Auto) Trng Prps	268	187	181	500
Professional Dues & Subscript	139	120	120	500
	\$ 707	\$ 707	\$ 700	\$ 2,500
Contractual Services				
Parking In City Facilities	\$ 117	\$ 190	\$ 241	\$ 300
Insurance And Official Bonds	3,029	3,029	3,029	3,500
Other Contractual	33,595	34,284	37,201	37,860
	\$ 36,741	\$ 37,502	\$ 40,470	\$ 41,660
Materials & Supplies				
Office Supplies	\$ —	\$ 1,368	\$ 376	\$ 1,000
Postage	343	19	46	150
Other Supplies	2,150	2,190	2,190	2,700
Just In Time Office Supplies	513	—	887	700
	\$ 3,006	\$ 3,577	\$ 3,499	\$ 4,550
Maintenance				
Maintenance Office Equipment	\$ 3,619	\$ 3,140	\$ 2,845	\$ 3,500
Maintenance Contracts	—	774	774	1,000
	\$ 3,619	\$ 3,914	\$ 3,619	\$ 4,500
Interdepart Service Charges				
Charges From Telephone Exch	\$ 3,192	\$ 3,612	\$ 4,016	\$ 4,102
Charges From Print & Repro	3,370	4,197	2,931	3,259
Charges From Central Storeroom	22,563	31,585	33,295	34,220
	\$ 29,125	\$ 39,394	\$ 40,242	\$ 41,581
	\$ 435,377	\$ 536,126	\$ 551,895	\$ 576,026

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Miscellaneous	\$ 610	\$ 5	\$ —	\$ —
Interest Earnings/Investment Income	326,131	208,310	250,155	250,000
	\$ 326,741	\$ 208,315	\$ 250,155	\$ 250,000

DIVISION OF TREASURY

Treasury Expenditures by Appropriation





Department of Finance

DIVISION OF TREASURY

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2012	December 2012	Budget 2013		Minimum	Maximum
<u>ADMINISTRATIVE SUPPORT</u>					
1	1	1	Principal Cashier	14.66	23.74
1	1	1			
<u>PROFESSIONALS</u>					
3	3	3	Fiscal Manager	23,647.11	84,588.76
1	1	1	Investment Manager	23,647.11	84,588.76
1	1	1	Senior Personnel Assistant	20,800.00	50,162.59
5	5	5			
6	6	6	TOTAL FULL TIME		
6	6	6	TOTAL DIVISION		

DIVISION OF PURCHASES AND SUPPLIES

James E. Hardy, C.P.M, Commissioner

Mission Statement

To purchase in a timely manner all goods and services for the City, of the correct quality and at the lowest possible cost, in support of the mission of the City of Cleveland and in compliance with all Codified Ordinances.

The Division of Purchases and Supplies is the central office through which all competitively bid purchases for the City are processed, under such regulations as are provided by ordinance and by the direction of the Board of Control. The Division also disposes of all property, real and personal, that has been deemed unsuitable for use, not needed by the City, or may have been condemned as useless. Purchases and disposals are processed through the submission of requisitions and/or competitive bidding as required by ordinance authorization.

PROGRAM NAME: PURCHASES AND SUPPLIES

OBJECTIVES: To procure quality commodities and services at the lowest possible cost and in a timely manner through effective and efficient competitive bidding. To meet or exceed CSB/RSB/MBE/FBE goals. To provide a level playing field where all vendors can compete fairly for city business. To maximize return on the disposal of assets.

ACTIVITIES: Administers competitive bidding processes for both formal and non-formal bids, (requisitioned and telephone quoted items); develops, implements, and maintains citywide requirements contracts; performs out-reach to the local vendor community; evaluates, reviews recommendations for contract award; prepares and processes contract recommendations for Board of Control approval; executes competitively bid contracts, processes petty cash vouchers; and disposes of surplus property, real and personal.



Department of Finance

DIVISION OF PURCHASES AND SUPPLIES

Expenditures

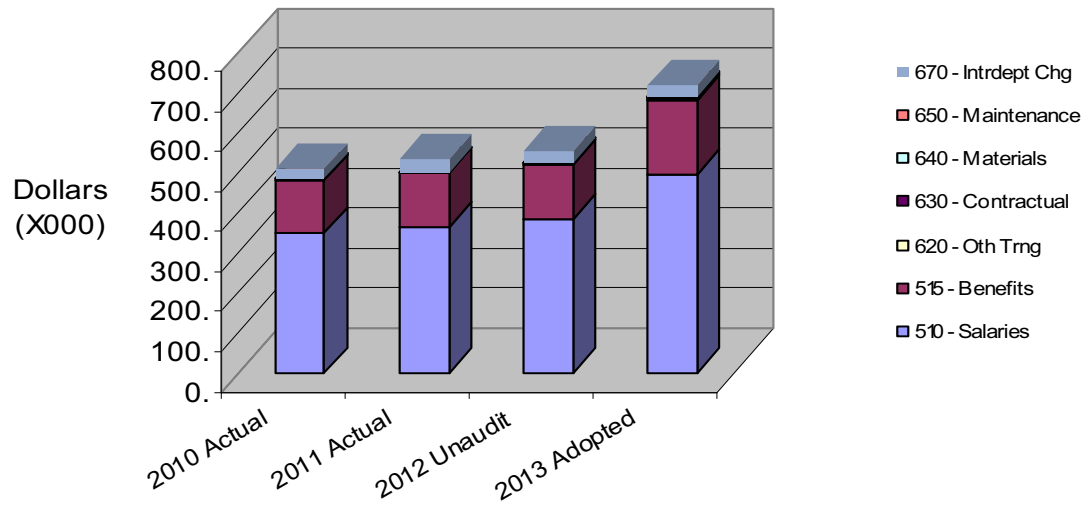
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 347,619	\$ 361,611	\$ 380,373	\$ 489,727
Longevity	—	3,175	3,475	3,475
	\$ 347,619	\$ 364,786	\$ 383,848	\$ 493,202
Benefits				
Hospitalization	\$ 51,366	\$ 49,419	\$ 50,902	\$ 77,156
Flex Save Admin Fees	—	—	60	—
Prescription	14,453	14,098	14,784	20,408
Dental	3,783	4,032	4,197	6,080
Vision Care	529	525	537	658
Public Employees Retire System	54,586	50,989	53,445	69,191
Fica-Medicare	4,490	4,676	4,901	6,720
Workers' Compensation	5,048	9,348	7,555	5,072
Life Insurance	375	360	361	456
	\$ 134,630	\$ 133,447	\$ 136,742	\$ 185,741
Other Training & Professional Dues				
Tuition & Registration Fees	\$ —	\$ —	\$ —	\$ 1,200
Professional Dues & Subscript	1,130	1,130	2,122	3,040
	\$ 1,130	\$ 1,130	\$ 2,122	\$ 4,240
Contractual Services				
Mileage (Private Auto)	\$ —	\$ —	\$ 50	\$ 330
	\$ —	\$ —	\$ 50	\$ 330
Materials & Supplies				
Office Supplies	\$ —	\$ 284	\$ 1,490	\$ 2,500
Postage	—	331	—	—
Just In Time Office Supplies	3,861	1,927	1,094	2,000
	\$ 3,861	\$ 2,542	\$ 2,584	\$ 4,500
Maintenance				
Maintenance Office Equipment	\$ —	\$ —	\$ —	\$ 400
	\$ —	\$ —	\$ —	\$ 400
Interdepart Service Charges				
Charges From Telephone Exch	\$ 2,879	\$ 1,545	\$ 3,207	\$ 3,107
Charges From Print & Repro	12,097	18,346	17,233	18,847
Charges From Central Storeroom	6,669	10,244	8,007	9,859
	\$ 21,644	\$ 30,134	\$ 28,447	\$ 31,813
	\$ 508,884	\$ 532,039	\$ 553,792	\$ 720,226

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 61,736	\$ (119)	\$ —	\$ —
Fines, Forfeitures & Settlements	3,425	—	—	—
Miscellaneous	19,700	28,090	31,484	25,000
	\$ 84,861	\$ 27,971	\$ 31,484	\$ 25,000

DIVISION OF PURCHASES AND SUPPLIES

Purchases and Supplies Expenditures by Appropriation





Department of Finance

DIVISION OF PURCHASES AND SUPPLIES

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Commissioner of Purchases & Supplies	42,758.15	127,255.39
0	0	1	Project Manager	20,800.00	60,712.22
1	1	2			
<u>ADMINISTRATIVE SUPPORT</u>					
1	1	1	Principal Clerk	14.88	20.10
1	1	1	Senior Clerk	12.47	16.58
1	1	1	Typist	12.02	15.39
3	3	3			
<u>PROFESSIONALS</u>					
4	4	4	Buyer	20,800.00	48,466.35
1	1	1	Contract Administrator / Purchasing Supervisor	20,800.00	62,836.42
5	5	5			
9	9	10	TOTAL FULL TIME		
9	9	10	TOTAL DIVISION		

BUREAU OF INTERNAL AUDIT

Natasha Brandt, Interim Manager Of Internal Audit

Mission Statement

To assist departments and divisions in the achievement of financial and operational goals by planning and conducting financial and administrative audits.

The Division of Internal Audit acts as an independent Division within the Department of Finance to provide an objective assurance and consulting activity designed to add value and improve the City's operations. The Division assists City divisions in the achievement of financial and operational goals by planning and conducting financial and administrative audits.

PROGRAM NAME: FINANCIAL & OPERATIONAL AUDITING

OBJECTIVES: To improve management's internal, financial, and administrative controls.

ACTIVITIES: Investigate actual and potential lapses of control and incidents of risk and assist State-required external auditor during the annual citywide audit.

**Expenditures**

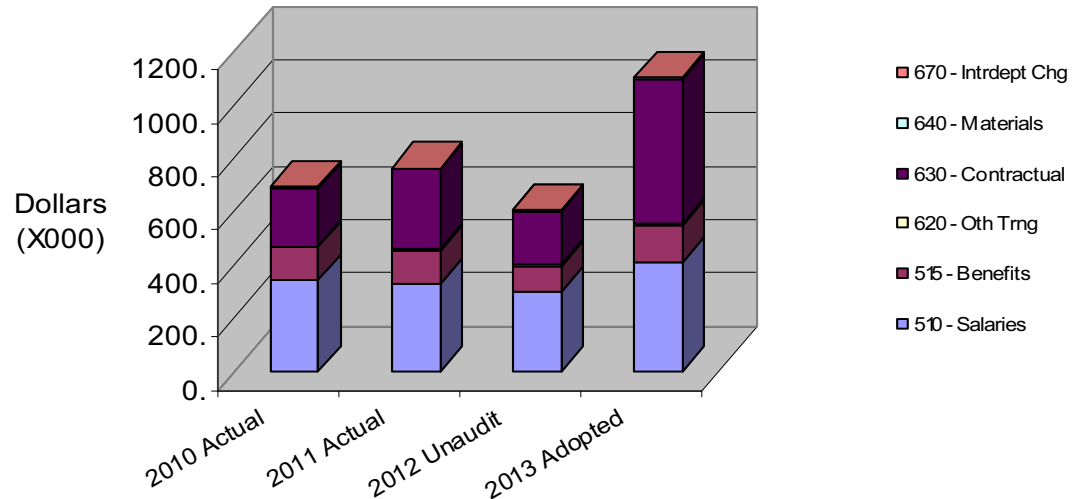
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 338,737	\$ 321,850	\$ 297,108	\$ 385,702
Military Leave	240	—	—	—
Part-Time Permanent	—	—	—	22,943
Longevity	—	475	475	300
Separation Payments	1,633	2,220	782	—
Overtime	—	249	47	—
	\$ 340,609	\$ 324,794	\$ 298,413	\$ 408,945
Benefits				
Hospitalization	\$ 47,418	\$ 40,768	\$ 29,658	\$ 51,957
Flex Save Admin Fees	—	—	60	—
Prescription	11,820	11,144	8,477	13,188
Dental	3,424	3,184	2,831	4,502
Vision Care	336	318	289	356
Public Employees Retire System	51,599	45,376	42,212	57,252
Fica-Medicare	4,812	4,551	4,174	5,937
Workers' Compensation	3,791	8,806	7,056	4,423
Life Insurance	274	210	212	321
Unemployment Compensation	—	8,302	1,428	—
	\$ 123,474	\$ 122,659	\$ 96,398	\$ 137,936
Other Training & Professional Dues				
Travel	\$ 940	\$ 3,180	\$ 233	\$ 300
Tuition & Registration Fees	1,373	4,341	359	5,000
Other Training Supplies	—	—	99	—
Mileage (Priv Auto) Trng Prps	429	1,440	155	900
Professional Dues & Subscript	1,634	2,325	1,430	2,050
	\$ 4,375	\$ 11,287	\$ 2,276	\$ 8,250
Contractual Services				
Professional Services	\$ —	\$ —	\$ 69,838	\$ 100,000
Mileage (Private Auto)	—	45	735	—
Parking In City Facilities	—	1,820	1,100	1,500
State Auditor Examination	213,275	293,393	131,310	436,000
	\$ 213,275	\$ 295,258	\$ 202,983	\$ 537,500
Materials & Supplies				
Office Supplies	\$ —	\$ 788	\$ 260	\$ 800
Computer Hardware	—	90	59	—
Computer Software	2,529	1,680	—	1,800
Just In Time Office Supplies	778	412	614	2,000
	\$ 3,307	\$ 2,970	\$ 933	\$ 4,600
Interdepart Service Charges				
Charges From Telephone Exch	\$ 1,557	\$ 1,570	\$ 1,103	\$ 1,337
Charges From Print & Repro	2,068	2,421	3,689	3,272
Charges From Central Storeroom	117	34	320	287
	\$ 3,743	\$ 4,025	\$ 5,113	\$ 4,896
	\$ 688,784	\$ 760,992	\$ 606,115	\$ 1,102,127

BUREAU OF INTERNAL AUDIT

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ —	\$ 930	\$ 330	\$ —
Miscellaneous	435	97	17,586	—
	\$ 435	\$ 1,027	\$ 17,916	\$ —

Bureau of Internal Audit Expenditures by Appropriation





Department of Finance

BUREAU OF INTERNAL AUDIT

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2012	December 2012	Budget 2013		Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Manager Internal Audit	40,314.82	121,801.44
1	1	1			
<u>PROFESSIONALS</u>					
3	3	4	Accountant II	14.88	22.17
1	0	0	Budget Analyst	20,800.00	53,011.19
1	1	1	In-Charge Senior Internal Auditor	49,500.00	84,370.33
1	0	1	Senior Internal Auditor	23,647.11	67,017.93
6	4	6			
7	5	7	TOTAL FULL TIME		
7	5	7	TOTAL DIVISION		

CCA INCOME TAX ADMINISTRATION

Nassim M. Lynch, Administrator**Mission Statement**

To provide an efficient, centralized collection structure for collection of income tax for Cleveland and other member communities.

The Division of Taxation was established by Ordinance 2393-66 effective November 28, 1966. As provided in the Ordinance, the Division operates a centralized collection facility known as the Central Collection Agency for purposes of collecting the municipal income tax for the City of Cleveland and many other municipalities that wish to join the tax agency for purposes of administering their municipal tax ordinances. The contract between the City of Cleveland and other member communities provides that the general policy of the Agency is established under an Executive Board made up of the Finance Director of the City of Cleveland and four members elected by the members of the agency.

The Income Tax Administrator is charged with the responsibility of receiving, recording and maintaining accurate records of the taxes collected for the forty-two member municipalities of the Central Collection Agency. This include the enforcement of the ordinance, making and enforcing regulation, determining tax due and investigating persons or corporations who the Administrator has reason to believe owes taxes.

PROGRAM NAME: AUDIT

OBJECTIVES: To ensure that all taxpayers file correctly and pay the correct amount of income taxes for each year a return is due.

ACTIVITIES: Conduct audits to ensure compliance with the income tax ordinances.

PROGRAM NAME: COLLECTION

OBJECTIVES: To process municipal income tax collections on a daily basis.

ACTIVITIES: Pre-audit and process incoming municipal income tax returns, withholding reports and estimates daily upon receipt. Balance and deposit all cash and checks.

PROGRAM NAME: COMPLIANCE

OBJECTIVES: To enforce strict compliance of the municipal income tax ordinances.

ACTIVITIES: Key or translate all tax forms, returns, source documents, and employers' supplied W-2's into machine readable language.

PROGRAM NAME: DATA ENTRY

OBJECTIVES: To generate accurate daily additions to the income tax records.

ACTIVITIES: Verify that all individuals and businesses subject to the tax file returns and pay all taxes due, including penalties and interest due for late payment of taxes.

PROGRAM NAME: RECORD RETENTION

OBJECTIVES: To provide retention filing and legally secure storage of all tax records by the municipal income tax ordinance.

ACTIVITIES: Maintenance of tax records, assuring accessibility to Central Collection Agency staff.

PROGRAM NAME: TAXPAYER ASSISTANCE

OBJECTIVES: To provide information and assistance to all taxpayers in the area served by CCA.

ACTIVITIES: Work with the member communities to reduce the number of errors on returns filed through individual assistance and tax educational programs



Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 3,097,333	\$ 3,106,060	\$ 3,348,186	\$ 4,109,274
Seasonal	13,749	1,164	—	—
Part-Time Permanent	196,107	247,283	200,224	371,200
Injury Pay	1,351	—	—	—
Longevity	—	35,775	35,625	34,750
Separation Payments	10,335	39,890	22,503	84,000
Overtime	230,245	235,761	238,890	200,000
	\$ 3,549,119	\$ 3,665,932	\$ 3,845,429	\$ 4,799,224
Benefits				
Hospitalization	\$ 515,850	\$ 485,903	\$ 512,750	\$ 732,660
Flex Save Admin Fees	—	—	300	—
Prescription	93,155	93,601	110,669	158,110
Dental	35,369	35,736	37,489	52,214
Vision Care	5,020	4,850	5,059	5,909
Public Employees Retire System	571,060	507,696	533,196	663,340
Fica-Medicare	43,280	45,042	48,384	63,947
Workers' Compensation	66,833	121,438	64,633	66,548
Life Insurance	3,495	3,274	3,439	4,045
Unemployment Compensation	4,597	9,695	6,324	8,000
	\$ 1,338,659	\$ 1,307,235	\$ 1,322,244	\$ 1,754,773
Other Training & Professional Dues				
Travel	\$ 2,416	\$ 2,761	\$ 4,570	\$ 6,000
Tuition & Registration Fees	225	305	1,822	1,400
Professional Dues & Subscript	13,426	12,254	25,569	25,500
	\$ 16,067	\$ 15,320	\$ 31,962	\$ 32,900
Utilities				
Electricity - Cpp	\$ 23,966	\$ 23,383	\$ 24,344	\$ 22,310
	\$ 23,966	\$ 23,383	\$ 24,344	\$ 22,310
Contractual Services				
Professional Services	\$ 963,190	\$ 987,882	\$ 1,344,239	\$ 1,290,000
Mileage (Private Auto)	6,571	6,117	13,472	15,000
Advertising And Public Notice	428	448	2,965	5,000
Parking In City Facilities	1,998	3,348	2,646	2,500
Insurance And Official Bonds	574	574	—	600
Property Rental	—	—	19,711	21,000
Other Contractual	9,755	10,080	10,588	12,000
State Auditor Examination	44,034	49,996	41,900	55,000
Bank Service Fees	107,202	101,594	89,952	150,000
Credit Card Processing Fees	78,218	92,587	103,663	82,000
	\$ 1,211,970	\$ 1,252,624	\$ 1,629,136	\$ 1,633,100

CCA INCOME TAX ADMINISTRATION

Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Materials & Supplies				
Office Supplies	\$ 17,866	\$ 13,662	\$ 12,275	\$ 20,000
Postage	247,521	297,732	302,031	450,000
Computer Supplies	11,702	—	1,797	2,000
Computer Hardware	10,344	102,383	84,865	112,000
Computer Software	13,535	16,616	20,933	33,000
Office Furniture & Equipment	1,035	1,370	7,024	6,000
Hygiene And Cleaning Supplies	—	—	—	500
Medical Supplies	—	—	—	500
Paper And Other Printing Suppl	—	—	—	500
Other Supplies	530	360	340	1,000
Batteries	—	—	—	500
Just In Time Office Supplies	54,902	21,405	34,364	50,000
	\$ 357,435	\$ 453,527	\$ 463,628	\$ 676,000
Maintenance				
Maintenance Office Equipment	\$ 8,520	\$ 8,930	\$ 10,317	\$ 10,900
Maintenance Contracts	150	—	—	1,500
Computer Hardware Maintenance	22,538	10,512	51,611	20,000
Computer Software Maintenance	47,266	63,874	72,975	42,000
Car Washes	—	—	—	200
	\$ 78,474	\$ 83,316	\$ 134,902	\$ 74,600
Claims, Refunds, Maintenance				
Court Costs	\$ 9,165	\$ 9,202	\$ 18,383	\$ 14,000
Judgements, Damages, & Claims	—	—	82	—
Indirect Cost	425,484	401,050	414,261	434,533
	\$ 434,649	\$ 410,252	\$ 432,726	\$ 448,533
Interdepart Service Charges				
Charges From Telephone Exch	\$ 6,065	\$ 77,407	\$ 78,322	\$ 80,000
Charges From Print & Repro	230,997	321,330	267,313	274,551
Charges From M.V.M.	6,304	10,348	17,924	15,074
Charges From Division Of Maint	373,948	393,948	425,000	425,000
	\$ 617,314	\$ 803,033	\$ 788,559	\$ 794,625
Capital Outlay				
Building Betterments -Existing	\$ —	\$ 529	\$ —	\$ —
Office Equipment	—	—	—	10,000
Fixtures	—	—	5,538	—
Automobiles	—	—	27,424	50,000
	\$ —	\$ 529	\$ 32,962	\$ 60,000
	\$ 7,627,653	\$ 8,015,151	\$ 8,705,891	\$ 10,296,065



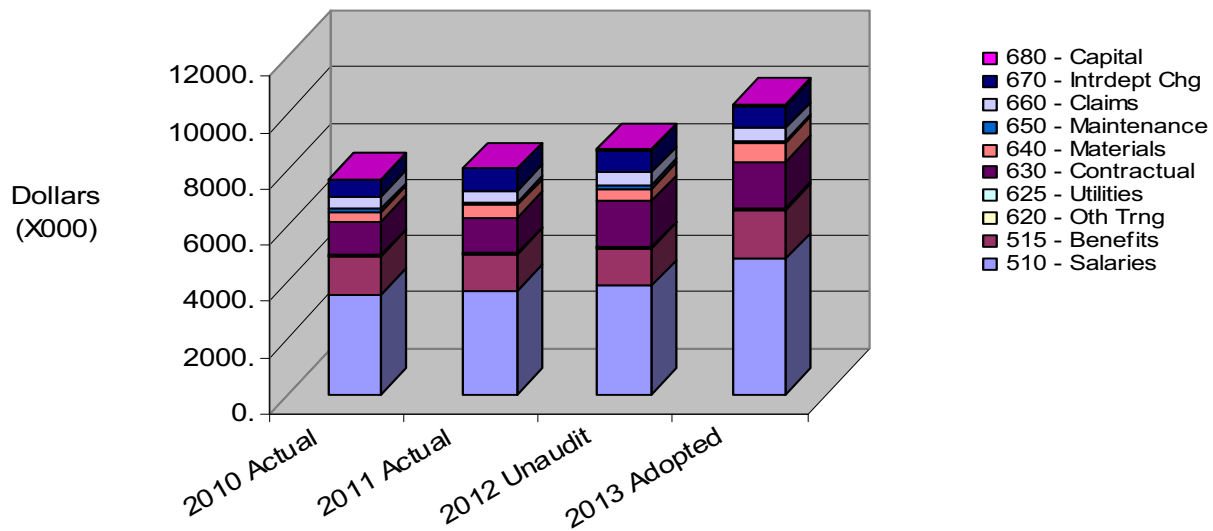
Department of Finance

CCA INCOME TAX ADMINISTRATION

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Miscellaneous	\$ 2,386,098	\$ 2,311,789	\$ 2,581,560	\$ 3,065,780
Due To Member Municipalities	1,669	1,965	1,800	1,500
Income Tax	5,565,000	5,390,000	6,020,000	7,228,785
Interest Earnings/Investment Income	13,351	6,738	7,410	—
	\$ 7,966,117	\$ 7,710,492	\$ 8,610,770	\$ 10,296,065

Central Collection Agency Expenditures by Appropriation



CCA INCOME TAX ADMINISTRATION

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Asst. Income Tax Administrator	26,273.96	89,367.64
1	1	1	Income Tax Administrator	42,758.15	137,860.74
1	1	1	Chief Bureau of Accounts and Collections	22,333.40	63,607.63
1	1	1	Chief of Auditing Bureau	22,333.40	65,834.36
1	0	0	Supervisor of Income Tax Files	20,800.00	39,782.36
5	4	4			
<u>ADMINISTRATIVE SUPPORT</u>					
5	4	4	Accountant Clerk II	10.00	17.69
18	23	25	Income Tax Tracer	12.60	17.86
2	2	2	Junior Cashier	11.14	16.97
1	1	2	Messenger	10.00	15.24
1	1	1	Principal Cashier	14.66	23.74
1	1	1	Principal Clerk	14.88	20.10
2	2	2	Private Secretary to the Director	20,800.00	47,550.25
2	0	0	Receptionist	10.00	15.61
32	34	37			
<u>PROFESSIONALS</u>					
4	3	4	Administrative Manager	27,193.55	101,816.22
7	4	4	Assistant Administrator	20,800.00	56,847.22
11	10	11	Auditor	20,092.80	58,837.68
3	3	3	Assistant Director of Law	26,250.00	80,353.75
1	1	1	Fiscal Manager	23,647.11	84,588.76
13	9	9	Tax Auditor I	14.39	18.75
7	4	4	Tax Auditor II	15.48	20.73
0	1	1	Personnel Administrator	26,273.96	82,493.55
1	1	1	Project Leader /Application	45,000.00	91,832.86
2	1	3	Supervising Tax Auditor	20,800.00	56,847.22
0	0	3	Senior Tax Auditor		
6	3	4	Income Tax Supervisor	20,092.80	56,847.22
55	40	48			
<u>PARA-PROFESSIONALS</u>					
2	2	2	Paralegal	20,800.00	43,700.85
2	2	2			
<u>TECHNICIANS</u>					
0	2	2	Citizens Information Rep	10.00	19.29
0	2	2			
94	82	93	TOTAL FULL TIME		



Department of Finance

CCA INCOME TAX ADMINISTRATION

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2012	December 2012	Budget 2013		Minimum	Maximum
			<u>PART TIME</u>		
3	3	4	Assistant Administrator	20,800.00	56,847.22
0	0	4	Auditor	20,092.80	58,837.68
3	1	1	Income Tax Tracer	12.60	17.86
18	7	16	Student Aide	10.00	11.04
24	11	25	TOTAL PART TIME		
118	93	118	TOTAL DIVISION		

PRINTING & REPRODUCTION

Michael Hewett, Commissioner

Mission Statement

The Division of Printing and Reproduction is committed to providing innovative, sustainable and cost-effective design, print and mail solutions to the City of Cleveland.

The duties of the Commissioner of Printing and Reproduction are as follows: to administer and control the affairs of the division; to supervise the design, printing and mailing of material required for use by the City of Cleveland; to develop specifications, evaluate bids, recommend the lease, rental or purchase of all photocopiers; and to perform additional duties which may arise by codified ordinance or by the Director of Finance.

The Division of Printing and Reproduction is responsible for producing all forms, stationery, manuals, directories, reports, brochures, newsletters, posters and other literature used by City departments, divisions, boards, bureaus, council and Cleveland Municipal Court.

The Division of Printing and Reproduction operates a production facility at 1735 Lakeside Avenue. The division also oversees a full-service copy center and mailroom at City Hall.

PROGRAM NAME: COPY CENTER

OBJECTIVES: Provide a variety of fast turnaround photocopying services.

ACTIVITIES: Process assignments as requested. Offer technical assistance to customers.

PROGRAM NAME: PRINTING SERVICES

OBJECTIVES: Provide comprehensive reprographic services to the City of Cleveland.

ACTIVITIES: Print materials requested by City Divisions. Provide mail services. Administer the City's photocopier and paper contracts.

**PRINTING & REPRODUCTION****Expenditures**

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 541,050	\$ 576,364	\$ 572,472	\$ 601,949
Longevity	—	4,150	5,025	5,500
Separation Payments	9,160	—	—	—
Overtime	1,332	885	409	10,000
	\$ 551,542	\$ 581,399	\$ 577,906	\$ 617,449
Benefits				
Hospitalization	\$ 95,729	\$ 93,496	\$ 92,954	\$ 96,854
Flex Save Admin Fees	—	—	60	—
Prescription	13,990	15,165	14,888	13,982
Dental	5,653	5,773	5,891	6,010
Vision Care	885	930	934	884
Public Employees Retire System	85,871	81,089	81,982	84,273
Fica-Medicare	7,608	8,279	8,161	8,809
Workers' Compensation	42,441	20,864	18,646	14,591
Life Insurance	604	630	622	585
Unemployment Compensation	9,375	—	1,367	—
Clothing Allowance	—	—	—	1,000
Clothing Maintenance	1,477	609	1,192	1,500
	\$ 263,632	\$ 226,836	\$ 226,697	\$ 228,488
Other Training & Professional Dues				
Travel	\$ 897	\$ —	\$ —	\$ 250
Tuition & Registration Fees	—	295	—	1,000
Other Training Supplies	—	—	—	500
Professional Dues & Subscript	2,094	1,467	1,488	2,000
	\$ 2,991	\$ 1,762	\$ 1,488	\$ 3,750
Utilities				
Gas	\$ 4,624	\$ 4,887	\$ 4,541	\$ 4,740
Electricity - Cpp	36,992	33,366	34,678	32,365
Security & Monitoring System	—	—	1,117	2,000
	\$ 41,615	\$ 38,253	\$ 40,336	\$ 39,105
Contractual Services				
Professional Services	\$ 2,447	\$ 3,375	\$ 3,319	\$ 3,000
Waste Disposal	—	496	—	500
Parking In City Facilities	14	263	216	250
Photocopy Machine Rental	581,437	649,103	631,029	713,843
Other Contractual	310	500	829	1,000
	\$ 584,207	\$ 653,736	\$ 635,392	\$ 718,593

PRINTING & REPRODUCTION

Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Materials & Supplies				
Office Supplies	\$ 1,080	\$ —	\$ —	\$ 1,000
Computer Hardware	5,048	7,824	8,610	7,000
Computer Software	—	478	—	1,500
Clothing	—	977	—	—
Small Equipment	3,600	—	3,461	4,527
Electrical Supplies	—	2,460	1,180	1,250
Hygiene And Cleaning Supplies	976	—	2,397	2,500
Paper And Other Printing Suppl	556,064	485,594	586,201	592,000
Other Supplies	993	1,964	1,479	1,000
Just In Time Office Supplies	6,482	4,232	5,295	4,000
	\$ 574,243	\$ 503,529	\$ 608,623	\$ 614,777
Maintenance				
Maintenance Contracts	\$ 40,420	\$ 118,237	\$ 88,551	\$ 90,000
Computer Hardware Maintenance	—	563	—	750
Computer Software Maintenance	2,690	—	—	2,000
Maintenance Machinery & Tools	1,551	4,040	—	4,000
Car Washes	—	395	—	270
Repair Of Overhead Doors	—	—	—	500
	\$ 44,661	\$ 123,235	\$ 88,551	\$ 97,520
Interdepart Service Charges				
Charges From Telephone Exch	\$ 7,260	\$ 7,751	\$ 7,808	\$ 8,271
Charges From M.V.M.	1,801	2,677	3,602	3,009
Charges From Division Of Maint	2,579	5,609	3,202	3,000
Charges From Parks Maintenance	—	776	84	—
	\$ 11,640	\$ 16,812	\$ 14,696	\$ 14,280
Expenditure Recovery				
Expenditure Recovery	\$ —	\$ (613)	\$ —	\$ —
	\$ —	\$ (613)	\$ —	\$ —
	\$ 2,074,532	\$ 2,144,948	\$ 2,193,689	\$ 2,333,962

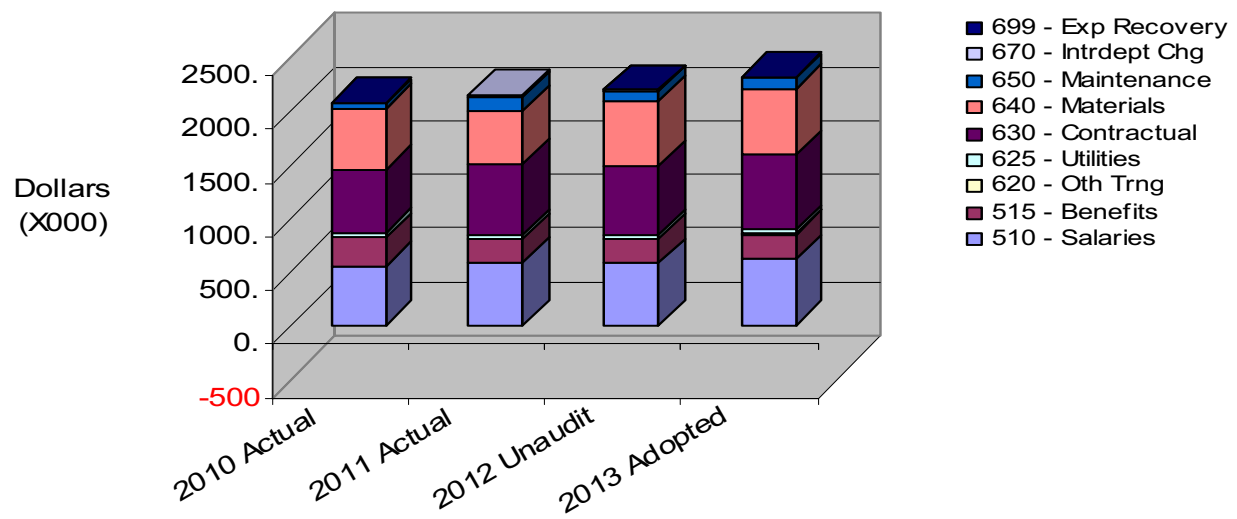
Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 4,039	\$ 2,271	\$ —	\$ —
Miscellaneous	1,831,887	2,074,415	2,188,228	2,164,627
Interest Earnings/Investment Income	1,388	869	1,113	—
	\$ 1,837,314	\$ 2,077,555	\$ 2,189,341	\$ 2,164,627



PRINTING & REPRODUCTION

Printing Expenditures by Appropriation



PRINTING & REPRODUCTION

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Asst. Commissioner of Printing and Reproduction	23,647.11	84,588.76
1	1	1	Commissioner of Printing and Reproduction	40,314.82	132,061.01
2	2	2			
<u>ADMINISTRATIVE SUPPORT</u>					
1	1	1	Principal Clerk	14.88	20.10
1	0	0	Project Coordinator	27,325.56	90,294.89
1	1	1	Senior Clerk	12.47	16.58
3	2	2			
<u>PROFESSIONALS</u>					
1	1	1	Desktop Publishing Specialist	20,231.40	58,115.49
1	1	1			
<u>SERVICE AND MAINTENANCE</u>					
2	2	2	Print Shop Helper	12.85	14.96
2	2	2			
<u>SKILLED CRAFT</u>					
3	3	3	Copy Center Operator	10.00	18.74
3	3	3			
<u>TECHNICIANS</u>					
1	1	1	First Press Operator	12.00	22.25
1	1	1	PC Technician	25,000.00	49,669.98
1	1	1	Second Press Operator	10.00	19.90
3	3	3			
14	13	13	TOTAL FULL TIME		
14	13	13	TOTAL DIVISION		



STOREROOM & WAREHOUSE

Expenditures

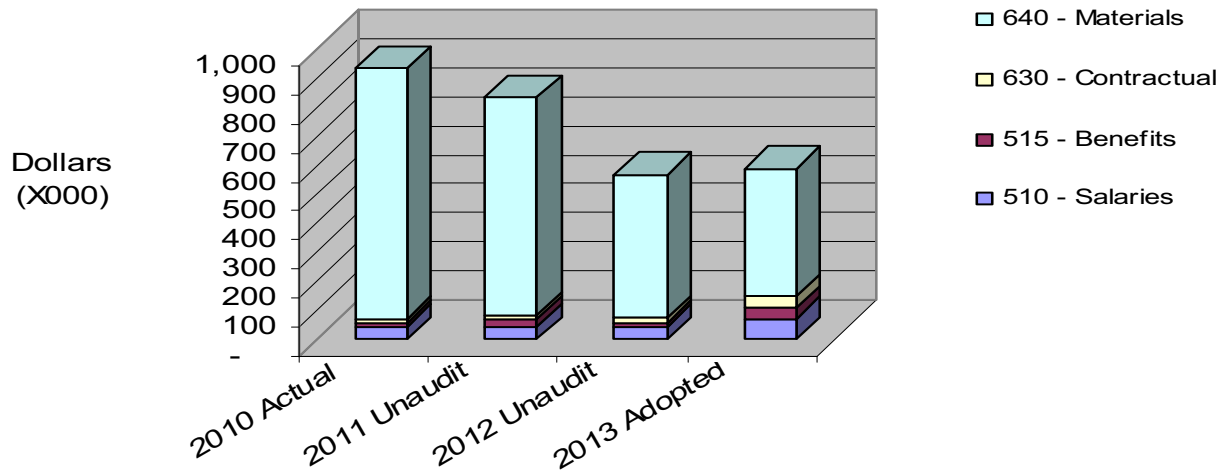
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 41,539	\$ 41,523	\$ 42,762	\$ 69,269
Longevity	—	300	300	300
Separation Payments	768	—	—	—
	\$ 42,307	\$ 41,823	\$ 43,062	\$ 69,569
Benefits				
Hospitalization	\$ 3,570	\$ 3,388	\$ 2,951	\$ 14,808
Prescription	1,156	1,067	942	3,786
Dental	267	269	233	1,112
Vision Care	88	81	68	141
Public Employees Retire System	6,655	5,840	5,941	9,695
Fica-Medicare	599	590	606	1,006
Workers' Compensation	1,198	15,901	3,383	28,992
Life Insurance	49	45	38	93
Unemployment Compensation	—	375	—	—
	\$ 13,582	\$ 27,556	\$ 14,160	\$ 59,633
Contractual Services				
Equipment Rental	\$ 14,220	\$ 14,220	\$ 18,072	\$ 30,000
Other Contractual	—	—	—	8,000
	\$ 14,220	\$ 14,220	\$ 18,072	\$ 38,000
Materials & Supplies				
Office Supplies	\$ —	\$ —	\$ —	\$ 200
Postage	862,700	750,000	490,000	423,031
Computer Supplies	—	—	2,228	2,500
	\$ 862,700	\$ 750,000	\$ 492,228	\$ 425,731
	\$ 932,809	\$ 833,599	\$ 567,521	\$ 592,933

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Miscellaneous	\$ 802,146	\$ 837,079	\$ 494,396	\$ 575,513
Interest Earnings/Investment Income	188	103	183	—
	\$ 802,334	\$ 837,182	\$ 494,579	\$ 575,513

STOREROOM & WAREHOUSE

Storeroom Expenditures by Appropriation





Department of Finance

STOREROOM & WAREHOUSE

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2012	December 2012	Budget 2013		Minimum	Maximum
			<u>ADMINISTRATIVE SUPPORT</u>		
1	0	1	Messenger	10.00	15.24
1	1	1	Storekeeper	16.66	20.76
2	1	2	TOTAL FULL TIME		
2	1	2	TOTAL DIVISION		

SINKING FUND GENERAL OPERATIONS

Debt Service Sinking Fund Commission

Frank G. Jackson, President
Sharon Dumas, Secretary
Martin J. Sweeney, Member
Elizabeth C. Hruby, Assistant Secretary

The Sinking Fund is the bond retirement fund of the City and its operations are governed by the Ohio Revised Code, the City Charter and the General Bond Ordinance. The Sinking Fund Commission consists of the Mayor, Director of Finance, and City Council President. An Assistant Secretary is appointed by the members to conduct the business of the Sinking Fund Commission. The Sinking Fund Commission is responsible for the issuance and payment of all City debt including general obligation bonds, special revenue bonds, certificates of participation, non-tax revenue bonds and tax increment financing debt.

DEBT MANAGEMENT POLICY

The Sinking Fund Commission is responsible for maintaining detailed records of the City's outstanding debt obligations until their maturity and ensuring that all debt is paid when due. The Sinking Fund Commission's composition is defined in the City Charter and its duties are outlined in the covenants of the General Bond Ordinance and the Sinking Fund Ordinance.

The Sinking Fund Commission acts as the citywide coordinator for all debt issuance and monitoring activities. This includes the sale of all general obligation, special obligation and enterprise (revenue) bonds and notes. In addition the Commission deposits on behalf of itself and the Enterprise Funds any moneys to be applied to the payment of debt charges. This includes money and investments derived from ad valorem property taxes, restricted income tax, enterprise reimbursements, non-tax revenues and the proceeds of renewal bonds or notes. The Commission maintains and reconciles all bank accounts for General Obligation, Special Obligation and Enterprise (Proprietary) Obligations of the City. In addition, the Commission ensures that all debt issued by the City falls within the legal debt limits and that, in most cases, bonds issued to refund outstanding bonds achieve a 3% savings level.

The City issues its general obligation bonds in connection with its overall Capital Improvement Program. Projects that have benefited from the issuance of general obligation debt include, but are not limited to, public service improvements, bridge and roadway improvements, recreation facilities, and urban redevelopment.

The City's Enterprise Funds develop their own individual capital improvement programs and issue revenue debt as necessary to assist with the implementation of their CIP programs. The Sinking Fund Commission works jointly with each individual Enterprise Fund when issuing revenue debt, and ensures that the City complies with all debt covenants.



SINKING FUND GENERAL OPERATIONS

PROGRAM NAME: ***DEBT ADMINISTRATION AND RECORD MAINTENANCE***

OBJECTIVES: To ensure the proper disbursement of funds for the payment of debt by maintaining accurate records of fixed rate and variable rate debt service requirements and other schedules of cash and investments.

ACTIVITIES: Maintain complete records of all financing transactions and outstanding debt service requirements. Respond to bondholder questions and requests. Record and reconcile all debt related activity within the City's accounting system. Process all principal and interest payments. Collect funds from Cuyahoga County, the General Fund, the Restricted Income Tax Fund, Special Revenue Funds and Enterprise Funds in order to make funds available for disbursements on a timely basis for the payment of debt service. Prepare the state required debt schedule, which certifies the amount to be paid from taxes and levying tax sufficient to cover debt service. Through an escrow agent or trustee, coordinate the investment of cash in investments permitted under the General Bond Ordinance, the Sinking Fund Ordinance and enterprise fund indentures.

PROGRAM NAME: ***DEBT ISSUANCE AND COMPLIANCE***

OBJECTIVES: To ensure that the City issues all debt in a cost effective manner and complies with all covenants in the General Bond Ordinance, the Sinking Fund Ordinance and in all revenue or special obligation bond indentures, as well as all state debt limits and federal regulations governing the issuance of debt.

ACTIVITIES: Coordinate the issuance of debt and other obligations by working with the Law Department, bond counsel, financial advisors, underwriters, rating agencies and insurers. Evaluate financing proposals received by the City. Determine structure of financing transactions. Coordinate the submission of continuing disclosure information pursuant to the City's various Continuing Disclosure Agreements for its bond issues in accordance with SEC Rule 15c2-12. Facilitate the required arbitrage rebate calculations required by federal regulations.

SINKING FUND GENERAL OPERATIONS

Expenditures

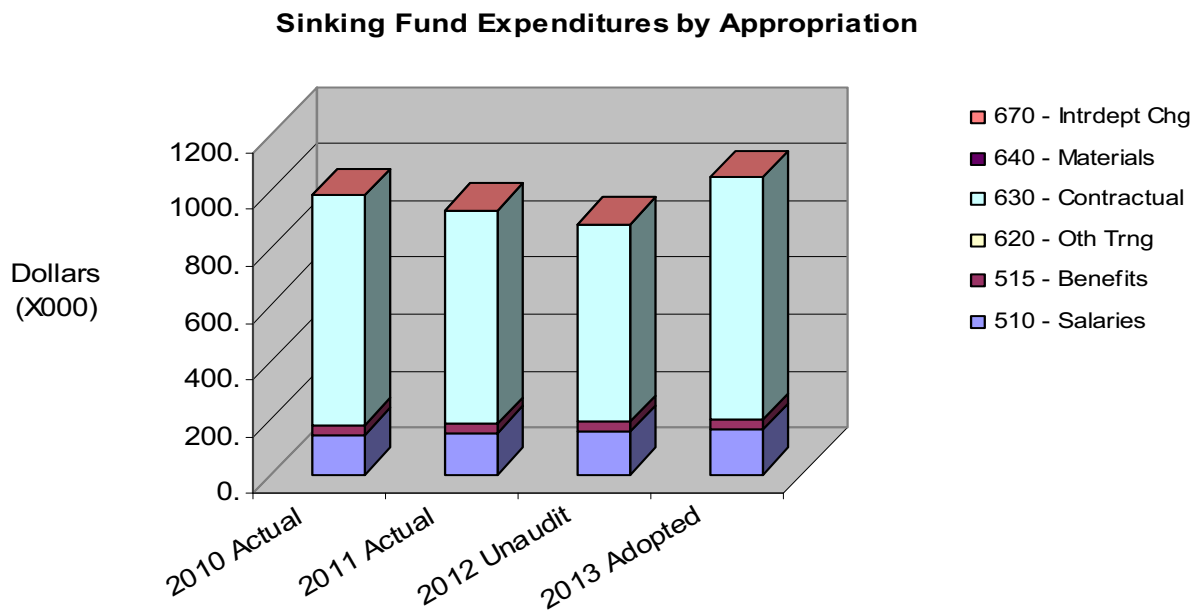
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 139,206	\$ 144,779	\$ 147,786	\$ 154,864
Longevity	—	1,275	1,275	1,275
Overtime	257	—	—	—
	\$ 139,463	\$ 146,054	\$ 149,061	\$ 156,139
Benefits				
Hospitalization	\$ 7,095	\$ 6,819	\$ 7,018	\$ 7,608
Prescription	2,135	2,135	2,240	2,292
Dental	453	479	492	521
Vision Care	103	113	118	118
Public Employees Retire System	21,744	20,415	20,845	21,681
Fica-Medicare	696	724	791	792
Workers' Compensation	1,638	2,520	2,238	2,051
Life Insurance	90	90	90	90
	\$ 33,954	\$ 33,294	\$ 33,831	\$ 35,153
Other Training & Professional Dues				
Travel	\$ —	\$ —	\$ —	\$ 200
Professional Dues & Subscript	261	—	—	851
	\$ 261	\$ —	\$ —	\$ 1,051
Contractual Services				
Professional Services	\$ 40,324	\$ 70,852	\$ 143,150	\$ 200,000
County Aud & Treas Coll Fee	768,798	677,268	552,535	650,000
	\$ 809,122	\$ 748,120	\$ 695,685	\$ 850,000
Materials & Supplies				
Postage	\$ 405	\$ 207	\$ 48	\$ 400
	\$ 405	\$ 207	\$ 48	\$ 400
Interdepart Service Charges				
Charges From Print & Repro	\$ —	\$ —	\$ —	\$ 50
	\$ —	\$ —	\$ —	\$ 50
	\$ 983,206	\$ 927,675	\$ 878,625	\$ 1,042,793

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Miscellaneous	\$ 151,995	\$ 71,751	\$ 141,762	\$ 110,000
Other Shared Revenue	17,652	16,480	15,946	16,000
Transfers In	812,534	839,443	725,917	911,794
	\$ 982,181	\$ 927,675	\$ 883,625	\$ 1,037,794



SINKING FUND GENERAL OPERATIONS



SINKING FUND GENERAL OPERATIONS

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2012	December 2012	Budget 2013		Minimum	Maximum
			<u>ADMINISTRATORS & OFFICIALS</u>		
1	1	1	Assistant Secretary Of Sinking Fund	27,325.56	97,819.83
1	1	1			
			<u>PROFESSIONALS</u>		
1	1	1	Budget Analyst	20,800.00	53,011.19
1	1	1			
2	2	2	TOTAL FULL TIME		
2	2	2	TOTAL DIVISION		



BOND RATINGS

2012 Activity

On February 23, 2012, the City issued \$235,150,000 Airport System Revenue Bonds, Series 2012A. Bond proceeds were used to refund the \$249,445,000 outstanding Airport System Revenue Bonds, Series 2000A and to pay the costs of issuing the bonds. As a result of this refunding, the Airport System realized \$15.12 million in net present value debt service savings or 6.06%.

Effective February 24, 2012, the City issued \$15,325,000 Cleveland Public Power Revenue Refunding Bonds, Series 2012 to refund the outstanding \$15,980,000 Series 2001 Public Power System Revenue Bonds. The 2012 Bonds, which were privately placed with a bank, resulted in debt service savings for Cleveland Public Power of \$1.15 million or 7.18%.

On June 5, 2012, the City entered into a \$6,507,400 vehicle lease agreement with PNC Equipment Finance LLC. The funds will be used to purchase a variety of vehicles including police cars, EMS ambulances and waste collection equipment. Lease payments will be made from the Restricted Income Tax for a period of seven years.

The City issued \$50,245,000 Various Purpose and Refunding General Obligation Bonds, Series 2012, effective May 22, 2012. From the proceeds of the bonds, \$38,337,650 will be used to pay costs of various public improvements to roads and bridges, public facilities, and parks and recreation facilities. The remaining proceeds were used to refund \$11,610,000 outstanding Series 2002, Series 2003 and Series 2004 General Obligation Bonds. This refunding produced \$728,000 of net present value debt service savings or 6.27%.

On July 24, 2012, the City issued \$50,000,000 Subordinate Lien Water Revenue Notes, Series 2012. Proceeds of the notes were used to retire the \$50,000,000 Subordinate Lien Water Revenue Notes issued in 2011. The original notes, which were issued in 2010, provided a portion of the funds needed for a new Automated Meter Reading system for the Division of Water.

Effective October 24, 2012, the Division of Water issued \$44,410,000 of Senior Lien Water Revenue Bonds, Series X, 2012, and \$76,710,000 of Water Revenue Bonds, Second Lien Series A, 2012. Proceeds of the Series X Bonds will be used to pay costs of improvements to the Waterworks System and to pay costs of issuing the bonds. From the proceeds of the Series A Bonds, \$42 million will be used to fund the rest of the automated meter reading project and the remainder was used to refund all of the outstanding \$50,000,000 Water Revenue Subordinated Notes, Series 2012 and to pay issuance costs.

On November 20, 2012, the City issued \$17,520,000 Refunding General Obligation Bonds, Series 2012A to refund \$17,300,000 of outstanding Series 2003 and Series 2005A General Obligation Bonds. The City refunded these bonds in order to achieve debt service savings which totaled \$885,000 or 5.11 %.

Effective November 29, 2012 the City issued \$15,180,000 of Subordinated Lien Income Tax Bonds, Series 2012. These bonds were issued to provide funds for the construction of a new police station and city-wide communications center.

BOND RATINGS

2013 ACTIVITY

In 2013, the City is planning or reviewing the feasibility of the following financings:

General Obligation on subordinate lien income tax bonds to fund various public Improvements which may include roads and bridges, recreation facilities and other public facilities;

Water Revenue refunding bonds Series U and Series V bonds, which were directly purchased by two banks in 2012.

A vehicle lease to fund the aquisition of various vehicles including police cars and EMS ambulances;

Refunding certificates of participation for Browns Stadium upon the expiration of the direct bonds purchase done in 2010; and

Refunding or other financing alternatives which meet the City's financial and operational goals and/or which respond to the market conditions.

BOND RATINGS

As of December 31, 2012 the City's Bond Ratings for various types of obligations were as follows:

	Moody's Investors Service	Standard & Poor's	Fitch Ratings
General Obligation Bonds	A1	AA	AA+
Subordinate Lien Income Tax Bonds	A1*	AA	N/A
Nontax Revenue Bonds	A2	A	N/A
Waterworks Revenue Bonds	Aa1	AA	N/A
Subordinate Lien Water Revenue Bonds	AA2	AA-	N/A
Cleveland Public Power Revenue Bonds	A2	A-	N/A
Airport Revenue Bonds	Baa1	A-	A-
Stadium Certificates of Participation Series	A2	A	N/A
Parking Revenue Bonds+	Aa3	AA-	N/A

+ Insured ratings based on the rating of Financial Security Assurance, Inc.
(Now known as Assured Guaranty Municipal Corp.)

*On November 8, 2012, Moody's Investors Service upgraded its rating on the City's Subordinate Lien Income Tax Bonds from A2 to A1 with a stable outlook.

The Ohio Revised Code provides that the net debt of the municipal corporation, whether or not approved by the electors, shall not exceed 10.5% of the assessed value of all property in the municipal corporation as listed and assessed for taxation. In addition, the unvoted net debt of municipal corporations cannot exceed 5.5% of total assessed value of property. The City's total debt limit (10.5%) is \$511,220,638 and unvoted debt limit (5.5%) is \$267,782,239. At January 1, 2013, the City had no capacity under the indirect debt limitation calculation per the Ohio Revised Code to issue any additional unvoted debt. However, the debt limitations are not expected to affect the financing of any currently planned facilities or services.



REVENUE BOND DEBT SERVICE

	2011 Actual	2012 Unaudited	2013 Budget
Water Revenue Bonds & Notes +			
EXPENDITURES:			
Principal	\$ 87,515,000	\$ 134,000,000	\$ 31,100,000
Interest	35,350,862	30,520,811	34,270,612
Total Expenditures	\$ 122,865,862	\$ 164,520,811	\$ 65,370,612
RECEIPTS			
Utility Reimbursement	\$ 122,865,862	\$ 164,520,811	\$ 65,370,612
Total Receipts	\$ 122,865,862	\$ 164,520,811	\$ 65,370,612

Airport System Revenue Bonds +			
EXPENDITURES:			
Principal	\$ —	\$ 13,660,000	\$ 16,285,000
Interest	36,212,237	33,114,361	35,489,087
Total Expenditures	\$ 36,212,237	\$ 46,774,361	\$ 51,774,087
RECEIPTS			
Enterprise Reimbursement	\$ 58,772,237	\$ 46,774,361	\$ 51,774,087
Total Receipts	\$ 58,772,237	\$ 46,774,361	\$ 51,774,087

* Includes \$7,425,000 Series 2008G and \$430,000 Series 2008H redeemed with Airport cash.

Ohio Water Development Authority Loans - Water +			
EXPENDITURES:			
Principal	\$ 5,892,416	\$ 6,239,031	\$ 6,716,717
Interest	3,807,271	3,724,674	3,615,417
Total Expenditures	\$ 9,699,687	\$ 9,963,705	\$ 10,332,134
RECEIPTS			
Utility Reimbursement	\$ 9,699,687	\$ 9,963,705	\$ 10,332,134
Total Receipts	\$ 9,699,687	\$ 9,963,705	\$ 10,332,134

+ Amounts shown above are actual amounts paid to bondholders or swap counterparties during the year and therefore may not match the debt service amounts in the budget of enterprise funds which reflect deposit requirements in anticipation of these p

Ohio Water Development Authority Loans - Water Pollution Control +			
EXPENDITURES:			
Principal	\$ 485,677	\$ 504,838	\$ 524,794
Interest	121,173	102,012	82,056
Total Expenditures	\$ 606,850	\$ 606,850	\$ 606,850
RECEIPTS			
Utility Reimbursement	\$ 606,850	\$ 606,850	\$ 606,850
Total Receipts	\$ 606,850	\$ 606,850	\$ 606,850

REVENUE BOND DEBT SERVICE

	2011 Actual	2012 Unaudited	2013 Budget
Public Power System - Revenue Bonds +			
EXPENDITURES:			
Principal	\$ 10,495,000	\$ 10,050,000	\$ 12,710,000
Interest	10,572,519	9,746,219	9,766,869
Total Expenditures	<u>\$ 21,067,519</u>	<u>\$ 19,796,219</u>	<u>\$ 22,476,869</u>
RECEIPTS			
Utility Reimbursement	\$ 21,067,519	\$ 19,796,219	\$ 22,476,869
Total Receipts	<u>\$ 21,067,519</u>	<u>\$ 19,796,219</u>	<u>\$ 22,476,869</u>

* Includes \$585,019 of capitalized interest from the 2008B Bonds.

Parking Facilities Revenue Refunding Bonds +			
EXPENDITURES:			
Principal	\$ 3,425,000	\$ 2,420,000	\$ 2,520,000
Interest	2,694,761	1,704,713	1,612,775
Total Expenditures	<u>\$ 6,119,761</u>	<u>\$ 4,124,713</u>	<u>\$ 4,132,775</u>
RECEIPTS			
Enterprise Reimbursement	\$ 6,119,761	\$ 4,124,713	\$ 4,132,775
Total Receipts	<u>\$ 6,119,761</u>	<u>\$ 4,124,713</u>	<u>\$ 4,132,775</u>

+ Amounts shown above are actual amounts paid to bondholders or swap counterparties during the year and therefore may not match the debt service amounts in the budget of enterprise funds which reflect deposit requirements in anticipation of these payments.



Department of Finance

DEBT SERVICE REVENUE

	2011 Actual	2010 Actual	2012 Unaudited	2013 Budget
PROPERTY TAXES	\$ 20,092,001	\$ 19,330,533	\$ 19,283,757	\$ 17,143,490
INTERGOVERNMENTAL REVENUE	5,034,592	5,040,974	5,001,367	4,549,325
RESTRICTED INCOME TAX	24,610,835	25,555,664	25,926,339	23,510,891
SUBORDINATED INCOME TAX	5,665,916	5,674,324	5,677,324	5,681,247
INVESTMENT EARNINGS	14,929	17,424	20,726	25,000
BOND FEES & SERVICES	151,995	71,751	141,762	110,000
NOTE / BOND PROCEEDS	—	601,035	4,915,582	—
TRANSFERS FROM OTHER SUBFUNDS	1,435,945	3,123,031	2,179,319	1,557,038
TIF / DEVELOPER RECEIPTS	250,295	495,357	391,007	303,163
GENERAL FUND TRANSFER	3,434,428	3,394,437	3,131,486	3,567,072
FEDERAL SUBSIDY	148,565	545,748	545,747	545,747
DRAW/(ADD) OF FUND BALANCE	749,094	(1,012,171)	(4,650,317)	3,498,026
TOTAL RECEIPTS	\$ 61,588,595	\$ 62,838,107	\$ 62,564,099	\$ 60,490,999

DEBT SERVICE EXPENDITURES

	2011 Actual	2012 Unaudited	2013 Budget
Unvoted Tax Supported General Obligation Bonds			
Bonds Redeemed	\$ 29,720,000	\$ 28,815,000	\$ 26,150,000
Interest on Bonds	15,223,858	15,154,575	14,464,657
	<u>\$ 44,943,858</u>	<u>\$ 43,969,575</u>	<u>\$ 40,614,657</u>
Subordinated Income Tax Bonds (Police & Fire Pension)			
Bonds Redeemed	\$ 2,810,000	\$ 2,955,000	\$ 3,105,000
Interest on Bonds	2,791,075	2,646,950	2,495,450
	<u>\$ 5,601,075</u>	<u>\$ 5,601,950</u>	<u>\$ 5,600,450</u>
2008 Core City Fund			
Bonds Redeemed	\$ 600,000	\$ 625,000	\$ 650,000
Interest on Bonds	79,770	47,993	253,600
Other	313,140	358,078	370,000
	<u>\$ 992,910</u>	<u>\$ 1,031,071</u>	<u>\$ 1,273,600</u>
Lower Euclid TIF Bonds			
Bonds Redeemed	\$ 764,000	\$ 167,000	\$ 151,000
Interest on Bonds	143,580	117,790	152,163
	<u>\$ 907,580</u>	<u>\$ 284,790</u>	<u>\$ 303,163</u>
Nontax Revenue Refunding Bonds - Stadium			
Bonds Redeemed	\$ 1,055,000	\$ 1,090,000	\$ 1,130,000
Interest on Bonds *	577,494	540,569	502,419
	<u>\$ 1,632,494</u>	<u>\$ 1,630,569</u>	<u>\$ 1,632,419</u>
2004 Core City Bonds			
Bonds Redeemed	\$ 785,000	\$ 815,000	\$ 855,000
Interest on Bonds	775,945	741,798	704,308
Transfer to Other Subclass	—	625,000	—
Other	4,700	4,700	4,700
	<u>\$ 1,565,645</u>	<u>\$ 2,186,498</u>	<u>\$ 1,564,008</u>
Subordinate Lien Income Tax Bonds			
Bonds Redeemed	\$ 2,520,000	\$ 3,305,000	\$ 3,730,000
Interest on Bonds	3,746,871	3,676,021	4,729,909
	<u>\$ 6,266,871</u>	<u>\$ 6,981,021</u>	<u>\$ 8,459,909</u>
Sinking Fund Operations			
Personnel	\$ 179,348	\$ 182,892	\$ 191,292
Other	748,326	695,733	851,501
	<u>\$ 927,674</u>	<u>\$ 878,625</u>	<u>\$ 1,042,793</u>
Total Expenditures	\$ 62,838,107	\$ 62,564,099	\$ 60,490,999



Department of Finance

UNVOTED TAX SUPPORTED OBLIGATIONS

PURPOSE	MONTH DUE	ISSUE DATE	MATURITY DATE	INTEREST RATE	12/31/12 BALANCE	2013 PRINCIPAL	2013 INTEREST	TOTAL DUE
BRIDGES & ROADS	FEB./AUG.	1997	2014	VAR	\$ 1,740,000	\$ 845,000	\$ 100,050	\$ 945,050
BRIDGES & ROADS	FEB./AUG.	2003	2013	VAR	1,130,000	1,130,000	42,375	1,172,375
BRIDGES & ROADS	JUNE/DEC.	2004	2015	VAR	1,900,000	610,000	67,319	677,319
BRIDGES & ROADS	APR/OCT	2005A	2016	VAR	4,135,000	960,000	206,750	1,166,750
BRIDGES & ROADS	MAY/NOV	2007A	2027	VAR	14,525,000	695,000	674,050	1,369,050
BRIDGES & ROADS	JUNE/DEC.	2009	2026	VAR	13,830,000	755,000	605,013	1,360,013
BRIDGES & ROADS	JUNE/DEC.	2011	2029	VAR	14,095,000	605,000	603,181	1,208,181
BRIDGES & ROADS	JUNE/DEC.	2012	2030	VAR	20,025,000	990,000	872,750	1,862,750
CEMETERY IMPROVEMENT	MAY/NOV	2007A	2027	VAR	415,000	20,000	19,288	39,288
CEMETERY IMPROVEMENT	JUNE/DEC.	2009	2029	VAR	2,730,000	115,000	124,194	239,194
CEMETERY IMPROVEMENT	JUNE/DEC.	2011	2031	VAR	700,000	25,000	30,331	55,331
CEMETERY IMPROVEMENT	JUNE/DEC.	2012	2032	VAR	510,000	25,000	22,700	47,700
CONVENTION CENTER	JUNE/DEC.	2009	2029	VAR	930,000	40,000	41,994	81,994
DEMO/REVITALIZATION	MAY/NOV	2007A	2032	VAR	5,280,000	165,000	240,219	405,219
FINAL JUDGMENT	MAY/NOV	2007B	2031	VAR	1,770,000	65,000	75,013	140,013
FINAL JUDGMENT	MAY/NOV	2008	2033	VAR	9,205,000	250,000	474,869	724,869
NEIGHBORHOOD DEVELOP.	APR/OCT	2005A	2025	VAR	3,210,000	295,000	144,788	439,788
NEIGHBORHOOD DEVELOP.	JUNE/DEC.	2009	2029	VAR	5,570,000	230,000	251,813	481,813
PARKS & RECREATION	FEB./AUG.	1997	2015	VAR	605,000	190,000	34,788	224,788
PARKS & RECREATION	FEB./AUG.	2003	2013	VAR	470,000	470,000	17,625	487,625
PARKS & RECREATION	JUNE/DEC.	2004	2015	VAR	415,000	135,000	14,700	149,700
PARKS & RECREATION	APR/OCT	2005A	2016	VAR	1,560,000	360,000	78,000	438,000
PARKS & RECREATION	MAY/NOV	2007A	2026	VAR	2,205,000	115,000	102,113	217,113
PARKS & RECREATION	JUNE/DEC.	2009	2029	VAR	12,245,000	510,000	552,788	1,062,788
PARKS & RECREATION	JUNE/DEC.	2011	2031	VAR	2,025,000	30,000	91,538	121,538
PARKS & RECREATION	JUNE/DEC.	2012	2032	VAR	3,970,000	175,000	176,550	351,550
PUBLIC FACILITIES	MAR/SEP	1993	2013	VAR	755,000	755,000	40,581	795,581
PUBLIC FACILITIES	FEB./AUG.	1997	2015	VAR	2,235,000	705,000	128,513	833,513
PUBLIC FACILITIES	FEB./AUG.	2003	2013	VAR	825,000	825,000	30,938	855,938
PUBLIC FACILITIES	APR/OCT	2005A	2023	VAR	2,700,000	360,000	124,981	484,981
PUBLIC FACILITIES	MAY/NOV	2007A	2024	VAR	12,480,000	800,000	574,400	1,374,400
PUBLIC FACILITIES	JUNE/DEC.	2009	2029	VAR	5,565,000	230,000	252,000	482,000
PUBLIC FACILITIES	JUNE/DEC.	2011	2029	VAR	13,230,000	570,000	566,188	1,136,188
PUBLIC FACILITIES	JUNE/DEC.	2012	2030	VAR	14,235,000	705,000	620,350	1,325,350
RESIDENTIAL AREA IMPR.	FEB./AUG	1997	2015	VAR	205,000	65,000	11,788	76,788
RESIDENTIAL NEIGH. DEV.	FEB./AUG.	2003	2013	VAR	325,000	325,000	12,188	337,188
SERIES 1997 REFUNDING	FEB./AUG.	1997	2015	VAR	3,370,000	1,065,000	193,775	1,258,775
SERIES 2005 REFUNDING	APR/OCT	2005	2023	VAR	70,025,000	5,505,000	3,803,700	9,308,700
SERIES 2007C REFUNDING	MAY/NOV	2007C	2027	VAR	20,540,000	130,000	1,056,950	1,186,950
SERIES 2009 REFUNDING	JUNE/DEC.	2009	2018	VAR	7,960,000	1,660,000	289,038	1,949,038
SERIES 2012 REFUNDING	JUNE/DEC.	2012	2017	VAR	11,370,000	2,480,000	441,200	2,921,200
SERIES 2012A REFUNDING	JUNE/DEC.	2012	2021	VAR	17,520,000	0	644,406	644,406
URBAN RENEWAL	MAR/SEP	1993	2013	VAR	165,000	165,000	8,869	173,869
Total					\$ 308,700,000	\$ 26,150,000	\$ 14,464,657	\$ 40,614,657

DIVISION OF FINANCIAL REPORTING AND CONTROL

James E. Gentile, CPA, City Controller

Mission Statement

To maintain controls over the City's accounting system and the integrity of the information submitted to that system as well as to prepare and issue financial statements for the City on an annual basis.

The Division of Financial Reporting and Control is the centralized accounting function for the City of Cleveland. The Division's primary responsibilities are:

- Performing reconciliation of cash and investments.
- Maintaining control over the City's accounting system and the integrity of the information submitted to it.
- Preparing and issuing numerous required financial reports including the Comprehensive Annual Financial Report.
- Performing certain accounting tasks that are not applicable to any outside division or department.
- Issuing best practice accounting policies and procedures throughout the city.

PROGRAM NAME: CASH RECONCILIATION

OBJECTIVES: To reconcile cash and investments on a monthly basis to the General Ledger.

ACTIVITIES: Develop procedures for reconciling and making corrections to general ledger cash and investments for all funds on a monthly basis. Account for the daily reimbursement of commingled cash from segregated funds. Reconcile the balances recorded in the general ledger to the portfolio prepared by the Treasurer. Perform reconciliation's on Municipal Court bank account activity. Assist in implementation of City's cash and investment policy. Monitor the timeliness of draw down activity. Prepare and review the year-end work papers needed for financial reporting purposes. Compile and ensure accuracy of all outstanding warrants. Calculate and distribute commingled interest.

PROGRAM NAME: GENERAL ACCOUNTING

OBJECTIVES: To monitor and control all accounting activity as they relate to the City's general fund, debt service funds, and trust and agency funds.

ACTIVITIES: Review financial data for the general fund. Periodically review system generated reports to help ensure data accuracy. Train user department's personnel on accounting issues as needed. Prepare and review the year-end work papers needed for financial reporting purposes. Assist in the closing activities and the preparation of the annual financial report. Monitor and ensure proper recording of City debt activity. Prepare certain journal entries that are not directly attributable to a specific department or division. Monitor and reconcile agency fund activity including allocating expenditures to the appropriate funds. Assist in the development of financial reports needed by user departments.



Department of Finance

DIVISION OF FINANCIAL REPORTING AND CONTROL

PROGRAM NAME: PROPRIETARY / CAPITAL FUND ACCOUNTING

OBJECTIVES: To monitor and control all accounting activity as they relate to the City's capital project activity for all fund types, fixed assets, internal service funds, and enterprise funds.

ACTIVITIES: Train user department's financial personnel on accounting issues as needed. Coordinate and reconcile inter-fund receivable/payable accounts. Prepare and review the year-end work-papers needed for financial reporting purposes. Reconcile the minor enterprise and internal service funds' fixed assets. Maintain status of capital projects activity for all City departments and divisions. Track and assess the adequacy of internal service billings and rates. Initiate drawdowns of capital funds. Periodically review system generated reports to help ensure data accuracy.

PROGRAM NAME: SPECIAL REVENUE ACCOUNTING

OBJECTIVES: To monitor and control all accounting activity as they relate to the City's grant and miscellaneous non-grant special review funds.

ACTIVITIES: Periodically review system generated reports to help ensure data accuracy. Train user department's financial personnel on accounting issues as needed. Prepare and review the year-end work papers needed for financial reporting purposes. Establish procedures for closing out inactive grants in the accounting system. Assist grantees in preparing year-end audit schedules and analyses. Monitor cash drawn for all grants operating on a cash reimbursement basis. Reduce the time requires to prepare and file cost reimbursement reports for grants. Monitor City grant personnel's compliance with grant agreements. Monitor the City utilization of grant fund to maximize usage. Establish and update citywide grant policies and procedures.

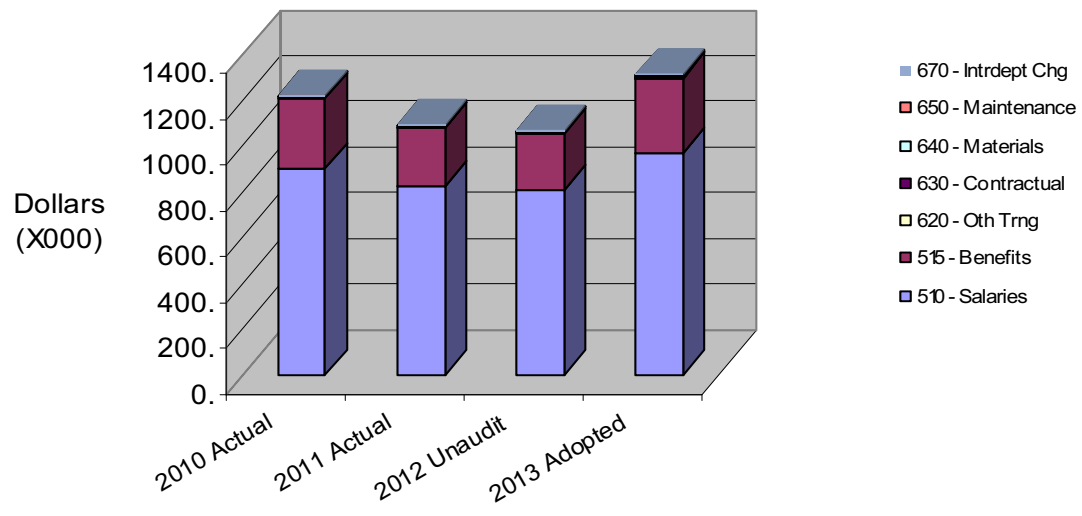
DIVISION OF FINANCIAL REPORTING AND CONTROL

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 863,744	\$ 755,937	\$ 753,877	\$ 916,287
Seasonal	—	9,006	13,231	15,005
Longevity	—	4,975	4,950	4,950
Separation Payments	19,632	23,858	1,718	—
Overtime	17,647	28,578	29,499	32,198
	\$ 901,023	\$ 822,354	\$ 803,275	\$ 968,440
Benefits				
Hospitalization	\$ 112,588	\$ 87,742	\$ 87,029	\$ 131,002
Prescription	24,904	23,214	20,462	25,680
Dental	7,415	6,659	6,377	9,057
Vision Care	854	674	755	890
Public Employees Retire System	136,385	111,836	112,448	135,581
Fica-Medicare	11,444	11,414	11,397	14,043
Workers' Compensation	14,117	16,279	12,918	11,050
Life Insurance	679	563	563	636
	\$ 308,387	\$ 258,381	\$ 251,949	\$ 327,939
Other Training & Professional Dues				
Travel	\$ 1,957	\$ —	\$ 1,160	\$ 1,300
Tuition & Registration Fees	780	360	625	2,260
Mileage (Priv Auto) Trng Prps	139	—	—	—
Professional Dues & Subscript	2,017	1,305	2,327	1,700
	\$ 4,893	\$ 1,665	\$ 4,112	\$ 5,260
Contractual Services				
Medical Services	\$ —	\$ —	\$ 46	\$ —
Advertising And Public Notice	508	508	508	500
Parking In City Facilities	550	—	—	1,400
	\$ 1,058	\$ 508	\$ 554	\$ 1,900
Materials & Supplies				
Office Supplies	\$ 175	\$ 469	\$ 18	\$ 873
Postage	9	37	—	40
Just In Time Office Supplies	2,906	555	1,468	2,500
	\$ 3,090	\$ 1,061	\$ 1,486	\$ 3,413
Maintenance				
Maintenance Office Equipment	\$ —	\$ —	\$ —	\$ 200
	\$ —	\$ —	\$ —	\$ 200
Interdepart Service Charges				
Charges From Telephone Exch	\$ 2,316	\$ 2,384	\$ 3,259	\$ 3,191
Charges From Print & Repro	6,945	9,158	7,578	7,857
Charges From Central Storeroom	14	6	18	18
	\$ 9,275	\$ 11,548	\$ 10,855	\$ 11,066
	\$ 1,227,727	\$ 1,095,517	\$ 1,072,230	\$ 1,318,218



Financial Reporting & Control Expenditures by Appropriation



DIVISION OF FINANCIAL REPORTING AND CONTROL

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Assistant City Comptroller	41,312.22	113,643.18
1	1	1	Asst Mgr Appl Dev/Tech Supp	46,224.91	124,825.82
1	1	1	City Controller	42,758.15	137,860.74
3	3	3			
<u>ADMINISTRATIVE SUPPORT</u>					
1	1	1	Private Secretary	10.00	21.21
1	1	1			
<u>PROFESSIONALS</u>					
2	1	2	Accountant III	15.48	24.58
4	4	4	Accountant IV	20,800.00	59,419.42
2	2	2	Accountant Supervisor	23,647.11	72,539.05
1	0	1	Fiscal Manager	23,647.11	84,588.76
1	1	1	Project Coordinator	27,325.56	90,294.89
10	8	10			
14	12	14	TOTAL FULL TIME		
<u>PART TIME</u>					
1	1	1	Student Aide	10.00	11.04
1	1	1	TOTAL PART TIME		
15	13	15	TOTAL DIVISION		



Department of Finance

INFORMATION SYSTEMS SERVICES

Douglas R. Divish, Commissioner

The Division of Information Technology & Services mission is to provide information that is stored, transmitted, and/or processed by technology to all areas of the executive branch of City Government. The services include information technical planning, application development and deployment, training, hardware and software acquisition, management of Telecommunications and technical support. The Division also manages the City's servers, operates the data/voice communications network, provides a Customer Support Center and retains responsibility for general office automation.

PROGRAM NAME: APPLICATION & COMPUTER NETWORK APPLICATIONS

OBJECTIVES: To develop, install and maintain the application and network infrastructure for the citywide enterprise. Ensure the enterprise networks, servers, databases, applications and telecommunication switches are configured and maintained to obtain maximum performance, minimal downtime and are secured.

ACTIVITIES: Provide development, implementation, maintenance and support for citywide applications and network infrastructure. Coordinate and support the implementation of new technologies and new systems to maximize the benefit and reliability to city services and departments.

PROGRAM NAME: TECHNICAL SUPPORT SERVICES

OBJECTIVES: To provide overall technical support for the planning, development, evaluation, installation and maintenance and inventory of the IT hardware / software environments for the City of Cleveland.

ACTIVITIES: Provide daily monitoring and tuning of the system hardware/software environments including the maintenance and installation of hardware/software products, operating support for the recovery from the solution to major system problems and the management and control of technical resources for the City of Cleveland.

PROGRAM NAME: TELECOMMUNICATIONS DELIVERY SERVICES

OBJECTIVES: To provide effective and cost-efficient telecommunications services to the City of Cleveland. To provide installation, repair and maintenance services to telecommunications systems and equipment, infrastructure cabling, data networks and related equipment.

ACTIVITIES: Operate citywide desktop telephones, pagers, cell phones, voicemail messaging and faxing and implement equipment purchases. Ensure the City's network infrastructure is current and meets the changing technology needs of the City's Department s and Divisions.

INFORMATION SYSTEMS SERVICES

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 1,402,661	\$ 1,232,123	\$ 1,025,259	\$ 1,455,853
Part-Time Permanent	—	—	3,323	22,298
Longevity	—	7,525	5,350	6,125
Separation Payments	14,784	68,776	—	—
Overtime	804	150	—	—
	\$ 1,418,249	\$ 1,308,574	\$ 1,033,932	\$ 1,484,276
Benefits				
Hospitalization	\$ 186,108	\$ 158,319	\$ 123,156	\$ 186,713
Flex Save Admin Fees	—	—	120	—
Prescription	41,103	36,697	29,386	42,654
Dental	12,961	12,347	9,643	13,748
Vision Care	1,357	1,259	983	1,266
Public Employees Retire System	219,466	175,400	144,272	207,820
Fica-Medicare	19,073	17,676	14,394	21,606
Workers' Compensation	16,306	25,623	20,199	16,077
Life Insurance	1,151	990	746	960
Unemployment Compensation	—	23,219	10,556	20,000
	\$ 497,524	\$ 451,530	\$ 353,453	\$ 510,844
Other Training & Professional Dues				
Travel	\$ —	\$ —	\$ 5,929	\$ 5,000
Tuition & Registration Fees	—	5,921	13,983	25,000
	\$ —	\$ 5,921	\$ 19,912	\$ 30,000
Utilities				
Electricity - Other	\$ —	\$ —	\$ —	\$ 557
	\$ —	\$ —	\$ —	\$ 557
Contractual Services				
Professional Services	\$ 242,918	\$ 167,642	\$ 177,535	\$ 240,330
Jury And Witness Fees	—	—	(200)	—
Advertising And Public Notice	—	110	—	—
Parking In City Facilities	3,205	15,877	8,631	11,000
Other Contractual	—	2,290	—	—
	\$ 246,123	\$ 185,919	\$ 185,966	\$ 251,330
Materials & Supplies				
Office Supplies	\$ 1,129	\$ 1,035	\$ 44	\$ 500
Postage	54	221	32	200
Computer Supplies	6,669	4,643	9,448	7,500
Computer Hardware	—	302	807	—
Computer Software	17,851	29,029	1,568	18,456
Just In Time Office Supplies	4,572	1,105	6,919	6,500
	\$ 30,275	\$ 36,335	\$ 18,818	\$ 33,156
Maintenance				
Computer Hardware Maintenance	\$ 186,426	\$ 37,576	\$ 66,251	\$ 187,192
Computer Software Maintenance	326,008	649,440	541,802	693,432
	\$ 512,434	\$ 687,016	\$ 608,053	\$ 880,624



INFORMATION SYSTEMS SERVICES

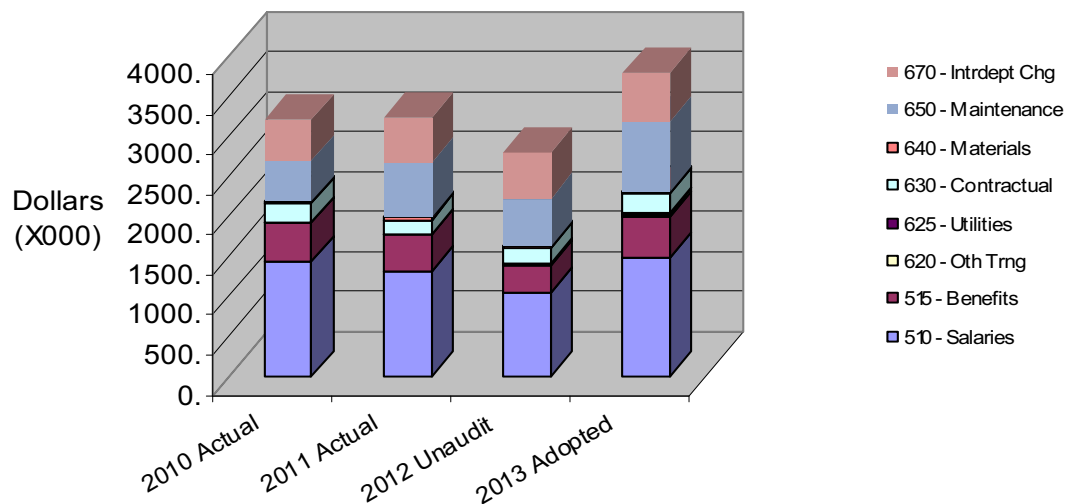
Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Interdepart Service Charges				
Charges From Telephone Exch	\$ 478,034	\$ 528,107	\$ 555,069	\$ 562,365
Charges From Print & Repro	21,850	7,873	5,013	8,344
Charges From Central Storeroom	8	12	7	9
Charges From M.V.M.	11,485	20,553	21,220	17,846
	\$ 511,377	\$ 556,545	\$ 581,309	\$ 588,564
	\$ 3,215,982	\$ 3,231,841	\$ 2,801,444	\$ 3,779,351

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 1,100	\$ —	\$ —	\$ —
Miscellaneous	1,575	1,256	586	—
	\$ 2,675	\$ 1,256	\$ 586	\$ —

Information System Services Expenditures by Appropriation



INFORMATION SYSTEMS SERVICES

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Application Delivery Services Manager	65,000.00	97,572.42
1	1	1	Assistant Manager Applications & Tech Support Serv.	46,224.91	124,825.82
1	0	1	Chief Technology Officer	45,000.00	154,967.95
1	1	1	Commissioner of Information Technology & Services	52,734.82	146,558.11
1	0	1	Supervisor of Computer Operations	30,214.95	89,155.89
2	2	2	Supervisor of Hardware Evaluation	30,214.95	89,155.89
7	5	7			
<u>PROFESSIONALS</u>					
0	1	1	Asset Management Coordinator	22,333.00	77,567.56
1	1	1	Budget Analyst	20,800.00	53,011.19
1	1	1	Database Coordinator	30,214.00	81,118.29
1	1	1	Deputy Commissioner of Information Systems	30,214.95	99,890.52
1	1	1	Fiscal Manager	23,647.11	84,588.76
0	0	1	Project Manager II	22,333.00	79,863.39
1	0	1	Software Analyst	45,000.00	87,241.22
1	1	1	Supv. of Systems and Tech Support	55,000.00	86,093.31
2	2	2	Systems Analyst	20,800.00	61,811.09
1	1	1	Web Content Editor	10.00	29.77
1	1	1	Web Developer	30,215.00	83,630.31
10	10	12			
<u>TECHNICIANS</u>					
3	3	3	PC Technician	25,000.00	49,669.98
3	3	3			
20	18	22	TOTAL FULL TIME		
2	2	2	TOTAL PART TIME		
22	20	24	TOTAL DIVISION		



TELEPHONE EXCHANGE

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 814,201	\$ 850,146	\$ 796,427	\$ 970,076
Part-Time Permanent	1,100	—	—	—
Longevity	—	7,200	7,500	6,700
Separation Payments	—	—	33,815	—
Overtime	—	5	—	—
	\$ 815,301	\$ 857,351	\$ 837,742	\$ 976,776
Benefits				
Hospitalization	\$ 114,545	\$ 118,560	\$ 117,514	\$ 151,921
Prescription	26,265	27,334	27,602	33,588
Dental	7,725	8,436	8,351	10,484
Vision Care	1,120	1,156	1,091	1,240
Public Employees Retire System	128,202	119,838	113,100	135,812
Fica-Medicare	7,511	7,682	7,849	10,344
Workers' Compensation	10,370	15,223	13,247	11,622
Life Insurance	728	765	699	771
Unemployment Compensation	84	—	6,904	—
Clothing Allowance	4,500	4,500	4,500	1,750
Clothing Maintenance	2,625	2,625	2,625	2,625
	\$ 303,675	\$ 306,120	\$ 303,483	\$ 360,157
Other Training & Professional Dues				
Travel	\$ —	\$ —	\$ —	\$ 900
Tuition & Registration Fees	895	—	—	2,000
	\$ 895	\$ —	\$ —	\$ 2,900
Utilities				
Cellular Servicess	\$ 575,000	\$ 352,798	\$ 418,548	\$ 575,000
Telephone-Ohio Bell	2,881,265	2,849,672	3,238,494	3,597,238
Telephone-Long Distance	3,263	40,039	39,773	50,616
Telephone	479,709	689,133	514,641	538,369
Security & Monitoring System	21,794	21,593	14,399	26,500
	\$ 3,961,032	\$ 3,953,235	\$ 4,225,855	\$ 4,787,723
Contractual Services				
Professional Services	\$ 61,409	\$ 60,533	\$ 21,446	\$ 81,850
Advertising And Public Notice	—	—	—	1,000
Parking In City Facilities	—	10,920	11,640	10,800
Pager Rental	7,500	1,020	1,855	3,000
Other Contractual	—	3,900	—	—
	\$ 68,909	\$ 76,373	\$ 34,942	\$ 96,650
Materials & Supplies				
Office Supplies	\$ —	\$ 586	\$ —	\$ 900
Computer Supplies	—	395	—	500
Computer Hardware	—	2,127	—	3,000
Hardware & Small Tools	—	584	—	1,000
Other Supplies	8,878	9,487	2,440	10,000
Just In Time Office Supplies	946	461	330	1,000
	\$ 9,824	\$ 13,641	\$ 2,770	\$ 16,400

TELEPHONE EXCHANGE

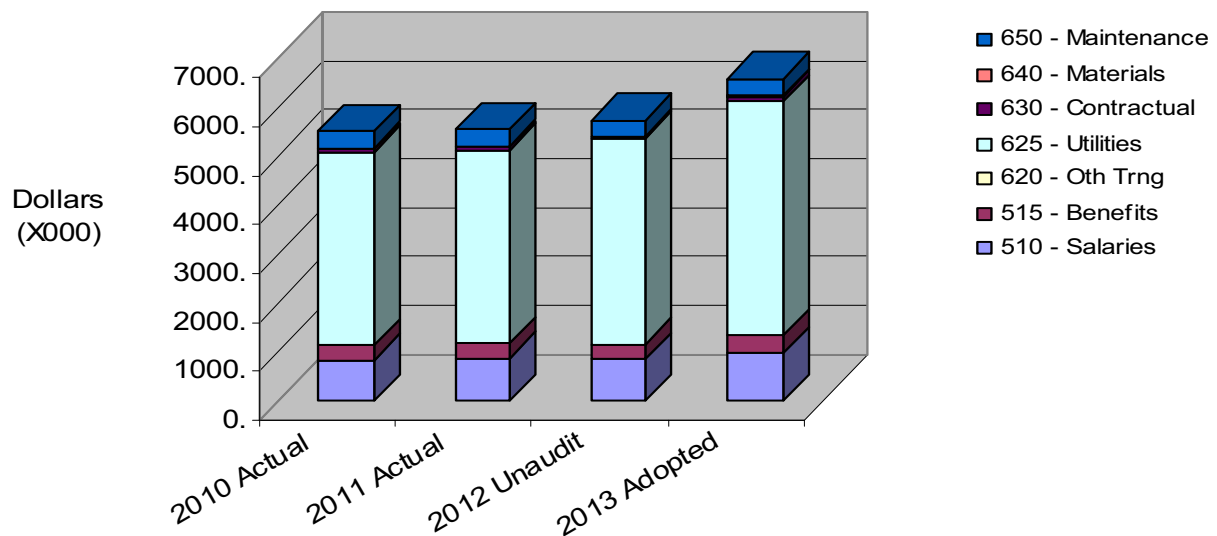
Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Maintenance				
Maintenance Contracts	\$ 139,279	\$ 136,279	\$ 54,588	\$ 102,000
Computer Software Maintenance	199,862	197,135	278,124	238,700
	\$ 339,141	\$ 333,414	\$ 332,712	\$ 340,700
	\$ 5,498,776	\$ 5,540,133	\$ 5,737,505	\$ 6,581,306

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 69,514	\$ 49,046	\$ 62,040	\$ —
Miscellaneous	5,102,735	5,337,824	5,803,337	6,427,802
Interest Earnings/Investment Income	3,586	852	924	—
	\$ 5,175,835	\$ 5,387,722	\$ 5,866,301	\$ 6,427,802

Telecom Expenditures by Appropriation





Department of Finance

TELEPHONE EXCHANGE

COMPARISON OF STAFFING LEVEL

No. of Employees				Salary Schedule	
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Chief Safety Signal System	18.60	36.80
1	1	1	Customer Support Call Center Manger	65,000.00	97,572.42
2	2	2			
<u>ADMINISTRATIVE SUPPORT</u>					
2	2	2	Billing Clerk	10.00	16.96
3	3	3	Telephone Operator	10.00	16.97
5	5	5			
<u>PROFESSIONALS</u>					
0	0	1	Administrative Manager	27,193.55	101,816.22
1	1	1	Assistant Commissioner	23,647.11	85,930.59
1	0	1	IT Telecom Analyst II	30,214.00	89,155.89
2	1	3			
<u>TECHNICIANS</u>					
2	2	2	Citizens Info representative	10.00	19.29
1	1	1	IT Telecom Analyst I	14.53	42.45
5	4	5	Telecommunications Tech	31.50	32.04
8	7	8			
17	15	18	TOTAL FULL TIME		
17	15	18	TOTAL DIVISION		

OFFICE OF INFORMATION TECHNOLOGY PLANNING

Mission Statement

Create a culture of excellence in our Information Technology (IT) environment, enabled by sound and efficient operational practices, employing state of the art IT as an instrument for enabling access, information exchange and cost-efficient and effective "government-to-citizen", and "government-to-government" and "government-to-business" online services which fosters a stronger government and community.

PROGRAM NAME: CITYWIDE IT STRATEGIC/CAPITAL PLANNING AND PROGRAM REVIEW

OBJECTIVES: Develop a citywide IT Strategic Plan. Implement a process to ensure all city departments have an IT plan. Strengthen IT planning skills for the City's IT leadership. Engage external community resources to assist with Plan development and Strategies.

ACTIVITIES: Review and obtain approval for IT Strategic Plan. Integrate IT Strategic Capital Planning with the City's Budget Planning Process. Develop a process for integrating the Office of IT Planning and Review into the City's Consultant Review Committee and Board of Control approval protocols.

PROGRAM NAME: IT POLICY, GOVERNANCE, PROGRAM MANAGEMENT AND STRATEGIC IMPLEMENTATION

OBJECTIVES: Provide oversight of citywide IT Strategic Plan. Identify policy and program needs for policy development. Oversee the development and implementation of citywide IT policies to improve the management of IT assets, practices and procedures. Develop and propose IT policy actions to the IT Strategic Council to achieve IT priorities.

ACTIVITIES: Conduct regular IT Strategic Council Meetings. Conduct community advisory groups as appropriate to foster public/private partnerships for strategic IT initiatives. Provide implementation oversight for the recommendations of the Operations Efficiency Task Force IT Action Team. Develop and implement a citywide IT performance Service Level Dashboard.

PROGRAM NAME: DIGITAL DIVIDE COMMUNITY INITIATIVES

OBJECTIVES: Assist in designing and implementing program to increase digital literacy for employees and citizens in underserved communities. Engage external community resources to provide state-of-the-art infrastructures to support free citywide Internet access services for households at or below the poverty level; and foster program to provide affordable access and training for Anyone, Anywhere at Anytime.

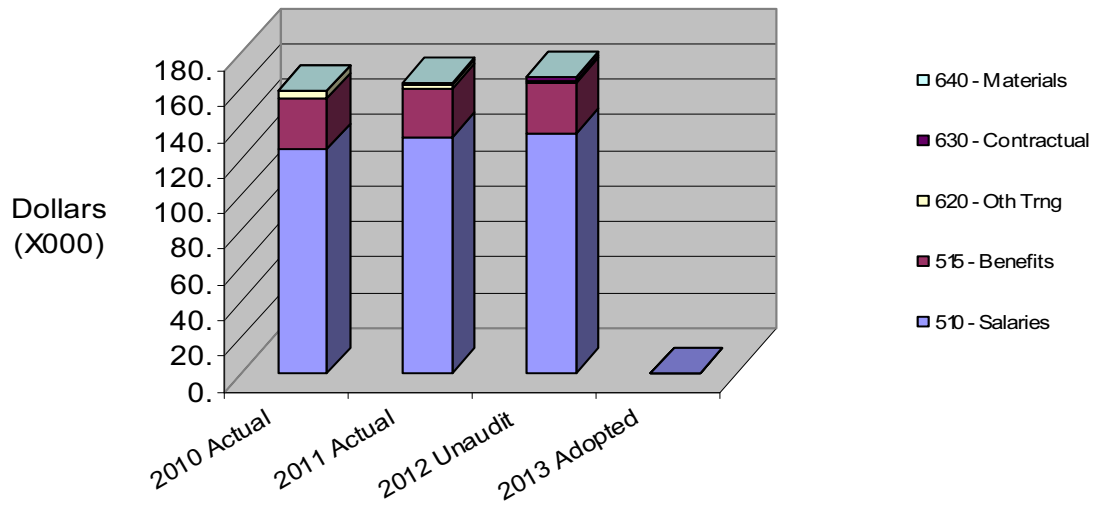
ACTIVITIES: Develop an inclusive community-based strategy for providing wireless access to the Internet for all constituents. Continue working with Cuyahoga Community College and other community leaders to continue the expansion of the CLIMB (Computer Learning In My Backyard) program to increase the level of digital literacy and impact the quality of life of those living in our under served neighborhoods.

**Expenditures**

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 126,084	\$ 131,378	\$ 134,107	\$ —
Longevity	—	700	700	—
	\$ 126,084	\$ 132,078	\$ 134,807	\$ —
Benefits				
Hospitalization	\$ 3,297	\$ 3,326	\$ 4,045	\$ —
Prescription	1,067	1,067	1,120	—
Dental	247	269	304	—
Vision Care	52	56	61	—
Public Employees Retire System	19,823	18,461	18,852	—
Fica-Medicare	1,814	1,898	1,933	—
Workers' Compensation	1,480	2,278	2,024	—
Life Insurance	90	90	90	—
	\$ 27,870	\$ 27,446	\$ 28,429	\$ —
Other Training & Professional Dues				
Travel	\$ 1,332	\$ 724	\$ 491	\$ —
Tuition & Registration Fees	2,945	1,699	—	—
	\$ 4,277	\$ 2,424	\$ 491	\$ —
Contractual Services				
Professional Services	\$ —	\$ —	\$ 140	\$ —
Parking In City Facilities	—	—	1,800	—
	\$ —	\$ —	\$ 1,940	\$ —
Materials & Supplies				
Computer Software	\$ —	\$ 120	\$ —	\$ —
Other Supplies	—	320	—	—
	\$ —	\$ 440	\$ —	\$ —
Interdepart Service Charges				
	\$ —	\$ —	\$ —	\$ —
	\$ 158,230	\$ 162,388	\$ 165,666	\$ —

OFFICE OF INFORMATION TECHNOLOGY PLANNING

Information Technology & Planning Expenditures by Appropriation





OFFICE OF BUDGET AND MANAGEMENT

Lee Carpenter, Budget Administrator

Mission Statement

To prepare balanced budgets and provide relevant information that assists decision makers in monitoring and controlling the financial performance of City Departments.

The Office of Budget and Management was established in 1965 to provide budget analysis of financial and performance information, and management consulting services to all City Departments. Below are the major OBM Objectives developed to move the organization along its 2013 strategic path toward the desired future state.

PROGRAM NAME: AUDIT COMPLIANCE

OBJECTIVES: To establish and maintain effective, pro-active procedures resulting in zero (0) material State Audit findings.

PROGRAM NAME: CAPITAL

OBJECTIVES: To monitor, track, and ensure the proper distribution of Capital funds required per the Capital OfficeCity's ability to maintain the City's capital plan and to support the provision of cost-effective services through minimizing operating costs, renovating the City's neighborhoods and promoting economic development and job creation.

PROGRAM NAME: FINANCIAL PLANNING

OBJECTIVES: To produce detailed, monthly expenditure and revenue forecasts to help estimate the future financial state of the City including decisions for controlling expenses and increasing revenue.

PROGRAM NAME: GRANT COMPLIANCE

OBJECTIVES: To aid in the effective administration of grant programs for the City of Cleveland in accordance with Federal and local Department laws, regulations, policies and procedures.

PROGRAM NAME: MANAGEMENT SUPPORT

OBJECTIVES: To provide ongoing Performance Budget and Financial Advantage training to Division End Users. To assist and advise the Mayor's Office and the various divisions in the efficient application of the resources available to them.

PROGRAM NAME: OPERATIONS

OBJECTIVES: To develop the budget document as an operations guide which outlines for constituents how departments and funds are organized and informs the reader of all funded activities, services and programs to be carried out by each department within the city's available resources. To conduct quarterly status review sessions with Department Managers to ensure ongoing expenditures coincide with final approved budgets.

OFFICE OF BUDGET AND MANAGEMENT

Expenditures

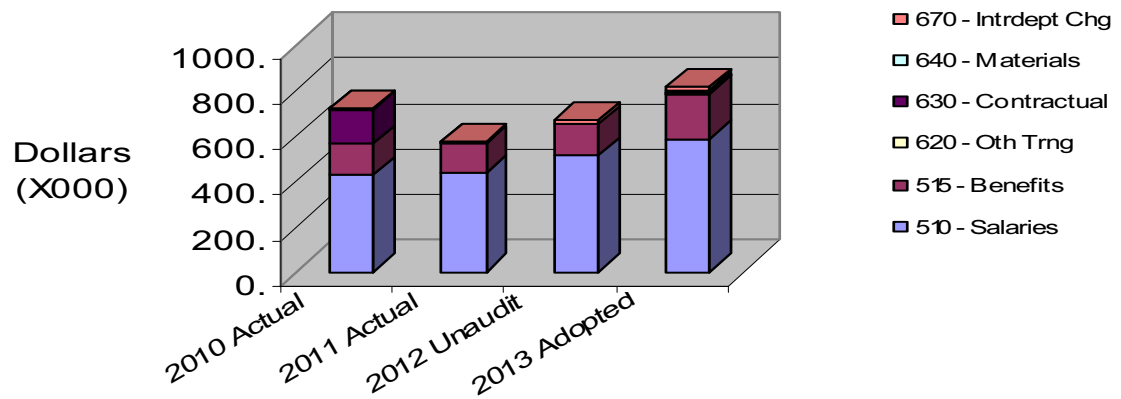
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 406,794	\$ 386,001	\$ 422,638	\$ 551,289
Part-Time Permanent	5,478	6,404	25,442	29,406
Longevity	—	2,350	1,250	1,350
Separation Payments	—	26,501	60,328	—
Overtime	14,690	14,568	5,275	4,000
	\$ 426,962	\$ 435,824	\$ 514,933	\$ 586,045
Benefits				
Hospitalization	\$ 49,041	\$ 46,066	\$ 45,088	\$ 78,948
Flex Save Admin Fees	—	—	60	—
Prescription	9,951	9,185	9,543	17,116
Dental	3,277	3,325	3,337	5,805
Vision Care	321	331	407	578
Public Employees Retire System	66,242	57,045	63,777	81,300
Fica-Medicare	4,924	4,820	5,498	7,379
Workers' Compensation	4,290	7,608	6,678	7,084
Life Insurance	285	270	297	447
Unemployment Compensation	(1,764)	1,548	—	—
	\$ 136,567	\$ 130,198	\$ 134,685	\$ 198,657
Other Training & Professional Dues				
Travel	\$ 923	\$ —	\$ 2,173	\$ 2,000
Tuition & Registration Fees	1,100	690	475	1,000
Professional Dues & Subscript	261	—	—	650
	\$ 2,284	\$ 690	\$ 2,648	\$ 3,650
Contractual Services				
Professional Services	\$ 150,000	\$ —	\$ —	\$ —
Advertising And Public Notice	1,106	616	235	1,000
Other Contractual	—	—	—	10,000
	\$ 151,106	\$ 616	\$ 235	\$ 11,000
Materials & Supplies				
Office Supplies	\$ —	\$ 308	\$ —	\$ 300
Postage	—	—	—	100
Just In Time Office Supplies	695	310	227	500
	\$ 695	\$ 618	\$ 227	\$ 900
Interdepart Service Charges				
Charges From Print & Repro	\$ 3,702	\$ 3,329	\$ 15,825	\$ 15,158
	\$ 3,702	\$ 3,329	\$ 15,825	\$ 15,158
	\$ 721,316	\$ 571,274	\$ 668,554	\$ 815,410

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Miscellaneous	\$ —	\$ 60	\$ —	\$ —
	\$ —	\$ 60	\$ —	\$ —



OBM Expenditures by Appropriation



OFFICE OF BUDGET AND MANAGEMENT

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Budget Administrator	30,214.95	103,869.21
1	1	1			
<u>PROFESSIONALS</u>					
0	0	1	Accountant IV	20,800.00	59,419.42
1	0	0	Administrative Manager	27,193.55	101,816.22
2	2	2	Budget Analyst	20,800.00	53,011.19
1	0	1	Deputy Budget Administrator	26,273.96	82,493.55
1	1	1	Project Coordinator	27,325.56	90,294.89
3	3	3	Senior Budget & Management Analyst	26,273.96	78,265.22
8	6	8			
9	7	9	TOTAL FULL TIME		
<u>PART TIME</u>					
1	0	1	Budget Analyst	20,800.00	53,011.19
1	0	1	TOTAL PART TIME		
10	7	10	TOTAL DIVISION		



Department of Public Utilities

UTILITIES GENERAL ADMINISTRATION

Barry A. Withers, Director

Mission Statement

To provide administrative control and supervision over the Division of Utilities Fiscal Control, Water, Water Pollution Control, Cleveland Public Power, the Office of Radio Communication, TV20 and the Photography Lab.

The Department of Public Utilities is comprised of the following divisions and sections: General Administration, Radio Communication, Utilities Fiscal Control, Water, Water Pollution Control, and Cleveland Public Power. Also included in the Department are TV20 and the Photography Lab sections. The Department is self-supporting but participates in obtaining federal and state grants and loans for various improvements when these monies are available.

The Division of Utilities Administration is specifically designed to have administrative charge, control, and supervision over the Divisions of Utilities Fiscal Control, Water, Water Pollution Control, Cleveland Public Power and the Office of Radio Communications. Functions and duties of the various divisions are treated separately under their respective headings. In addition, the Division of Utilities Administration is responsible for providing high quality customer service to customers of the Divisions of Water, Water Pollution Control, and Cleveland Public Power.

PROGRAM NAME: ADMINISTRATION

OBJECTIVES: To coordinate and manage the activities of the Department of Public Utilities.

ACTIVITIES: Monitor the promotion of Cleveland Small Business Enterprise involvement in the procurement process. Direct operating and financial performance of Water, Water Pollution, Cleveland Public Power, and the Office of Radio Communications. Manage priorities and oversee capital improvement plans. Provide oversight and control of customer service, finance, human resources, information technology and public affairs functions for all divisions.

PROGRAM NAME: CABLE TELEVISION

OBJECTIVE: To educate and inform the citizens of Cleveland regarding City services, programs initiatives and events by way of the City of Cleveland cable access television station

ACTIVITIES: TV20 "LIVE" on-line streaming 24 hours a day and video on demand. Provide original programming to promote the many services made available to the residents of the City of Cleveland. Features Mayoral press conferences, "LIVE" broadcasts of Cleveland City Council Committee Meetings, a Weekly News show and programs regarding education, housing, healthcare, economic development, arts and entertainment.

PROGRAM NAME: PHOTOGRAPHIC BUREAU

OBJECTIVE: To visually document the activities, events and business of the City of Cleveland.

ACTIVITIES: Serve as the Mayor's photographers; provide photographic services to all City entities, including departments, divisions and Cleveland City Council; offer digital images for use in City government print publications and electronic media. Photograph current events happening in the City for public relations and historical purposes.

UTILITIES GENERAL ADMINISTRATION

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 1,401,676	\$ 1,545,846	\$ 1,543,724	\$ 1,790,112
Seasonal	17,917	4,119	10,951	13,507
Longevity	—	7,975	8,225	7,275
Separation Payments	1,311	21,271	24,222	15,000
Overtime	36,638	40,776	44,538	35,400
	\$ 1,457,542	\$ 1,619,987	\$ 1,631,660	\$ 1,861,294
Benefits				
Hospitalization	\$ 191,633	\$ 202,908	\$ 203,311	\$ 273,172
Flex Save Admin Fees	—	—	300	—
Prescription	43,479	47,529	46,649	60,852
Dental	12,997	15,166	14,948	19,679
Vision Care	1,365	1,597	1,575	1,779
Public Employees Retire System	222,613	223,270	225,378	243,226
Fica-Medicare	18,683	20,489	21,428	24,460
Workers' Compensation	16,321	31,361	27,657	21,303
Life Insurance	1,189	1,241	1,168	1,276
Unemployment Compensation	2,250	—	—	—
	\$ 510,531	\$ 543,562	\$ 542,413	\$ 645,747
Other Training & Professional Dues				
Travel	\$ 946	\$ 3,220	\$ 110	\$ 6,000
Tuition & Registration Fees	2,606	1,526	—	8,000
Professional Dues & Subscript	3,910	4,104	5,705	6,400
	\$ 7,462	\$ 8,850	\$ 5,815	\$ 20,400
Contractual Services				
Professional Services	\$ —	\$ 53	\$ 53	\$ —
Mileage (Private Auto)	—	269	1,078	1,500
Advertising And Public Notice	—	6,984	4,512	43,000
Program Promotion	283	5,360	2,379	13,000
Parking In City Facilities	15,614	23,257	19,520	16,000
Insurance And Official Bonds	—	—	250	—
Property Rental	118,728	118,728	118,728	120,700
Other Contractual	111,586	131,762	202,744	147,000
	\$ 246,211	\$ 286,411	\$ 349,264	\$ 341,200
Materials & Supplies				
Office Supplies	\$ —	\$ 1,390	\$ —	\$ 2,000
Postage	—	—	1,045	—
Computer Supplies	—	—	—	1,500
Computer Hardware	—	—	3,226	4,500
Computer Software	—	1,147	917	4,000
Photographic Supplies	14,027	5,752	—	20,000
Other Supplies	2,331	4,339	1,555	3,500
Just In Time Office Supplies	3,538	5,790	8,862	5,500
	\$ 19,896	\$ 18,419	\$ 15,606	\$ 41,000



Department of Public Utilities

UTILITIES GENERAL ADMINISTRATION

Expenditures (Continued)

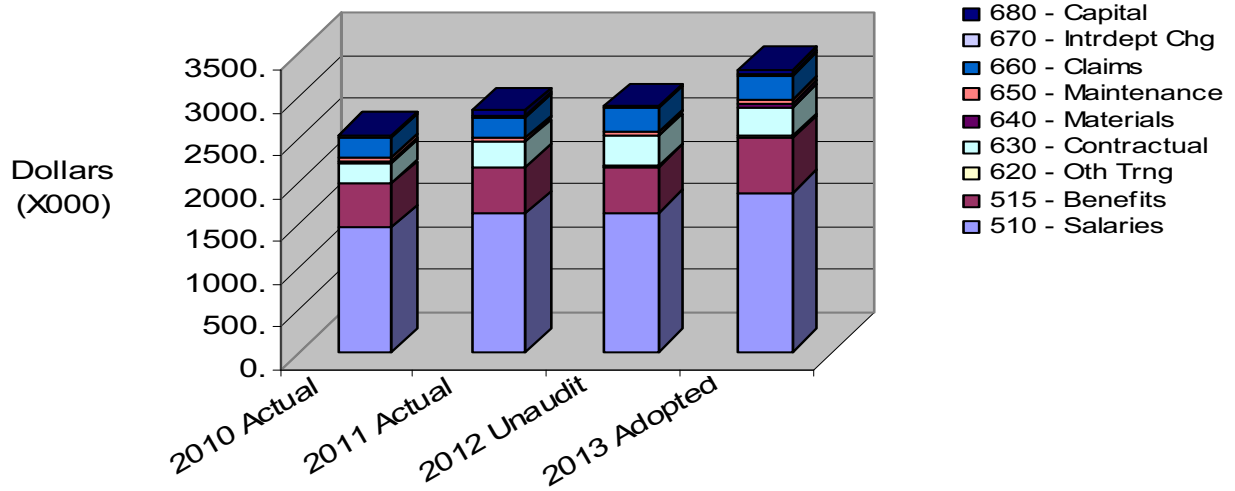
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Maintenance				
Maintenance Office Equipment	\$ —	\$ —	\$ —	\$ 500
Maintenance Contracts	5,600	6,767	6,425	7,500
Maintenance Utility Systems	31,900	24,568	28,524	40,000
	\$ 37,500	\$ 31,335	\$ 34,949	\$ 48,000
Claims, Refunds, Maintenance				
Indirect Cost	\$ 242,546	\$ 247,782	\$ 275,398	\$ 277,382
	\$ 242,546	\$ 247,782	\$ 275,398	\$ 277,382
Interdepart Service Charges				
Charges From General Fund	\$ —	\$ —	\$ 105	\$ —
Charges From Telephone Exch	9,411	8,396	7,762	8,703
Charges From Radio Comm System	3	25	8	48
Charges From Print & Repro	8,928	10,283	10,874	10,631
Charges From Central Storeroom	89	125	91	121
Charges From M.V.M.	1,837	5,799	8,140	6,846
	\$ 20,270	\$ 24,627	\$ 26,979	\$ 26,349
Capital Outlay				
Other Equipment	\$ —	\$ 50,441	\$ 268	\$ 50,000
	\$ —	\$ 50,441	\$ 268	\$ 50,000
	\$ 2,541,957	\$ 2,831,413	\$ 2,882,350	\$ 3,311,372

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 1,160,402	\$ 1,695,497	\$ 1,678,314	\$ 2,015,668
Miscellaneous	1,179,160	931,667	1,130,239	1,296,416
	\$ 2,339,562	\$ 2,627,164	\$ 2,808,553	\$ 3,312,084

UTILITIES GENERAL ADMINISTRATION

Utilities Administration Expenditures by Appropriation





Department of Public Utilities

UTILITIES GENERAL ADMINISTRATION

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Assistant Director	36,590.39	147,661.45
1	0	0	Budget Administrator	30,214.95	103,869.21
1	0	1	Cable Production Manager	20,800.00	93,069.93
1	1	1	Director of Public Utilities	50,795.81	176,729.77
1	1	1	General Manager of Administrative Services	26,273.96	91,155.72
0	1	1	Manager of Marketing	30,214.95	103,869.21
5	4	5			
<u>ADMINISTRATIVE SUPPORT</u>					
1	1	1	Chief Clerk	22,050.00	47,550.25
1	1	1			
<u>PROFESSIONALS</u>					
5	3	4	Administrative Manager	27,193.55	101,816.22
2	2	1	Administrative Officer	20,800.00	52,979.99
7	5	6	Assistant Administrator	20,800.00	56,847.22
1	1	1	Assistant Contract Compliance Officer	20,092.80	56,847.22
1	1	1	Chief Photographer	20,800.00	51,187.90
1	1	1	Civil Service Examiner II	20,800.00	43,700.85
1	1	1	Deputy Project Director	20,092.80	62,836.42
1	1	1	Photographer	10.00	22.17
3	3	4	Project Coordinator	27,325.56	90,294.89
2	1	1	Project Director	22,333.40	80,282.43
2	2	2	Telecommunications Specialist	30,215.00	66,351.39
26	21	23			
<u>TECHNICIANS</u>					
0	1	1	Cable Production Specialist	20,800.00	37,416.11
0	1	1			
32	27	30	TOTAL FULL TIME		
2	1	3	TOTAL SEASONALS		
34	28	33	TOTAL DIVISION		

OFFICE OF RADIO COMMUNICATIONS

Brad A. Handke, Administrative Manager

Mission Statement

To operate the City's radio system in a reliable and secure manner, suitable for use by all City divisions; providing maintenance, programming services, interoperability, and improvements to the infrastructure to insure sufficient system capacity to meet the wireless communications needs of the City.

PROGRAM NAME: EQUIPMENT PURCHASE PROGRAM

OBJECTIVES: To purchase equipment for city divisions to ensure the proper operation of all City of Cleveland radios and related equipment, including equipment installed into city owned vehicles.

ACTIVITIES: Obtain necessary equipment through multiple contracts to ensure proper operation of city owned equipment. Use the leverage of large quantity discounts offered by vendors by combining orders for similar items from multiple divisions' orders. To serve as the one stop purchasing center for materials related to both installation and maintenance of ancillary radio equipment as well as their peripheral devices.

PROGRAM NAME: LEASE OF FACILITIES FOR WIRELESS COMMUNICATIONS USE

OBJECTIVES: Ensure that leases for City properties by wireless communications providers provide City divisions with fair compensation for their usage.

ACTIVITIES: Negotiate leases with wireless communications providers in conjunction with the Law Department and the City division that owns the property or facility.

PROGRAM NAME: ORC SERVICE CENTER FACILITIES

OBJECTIVES: Provide services related to the installation, removal and repair of 800 MHz two-way radios from City divisions. This program also provides for drive-in services for vehicles that usually go to outside vendors for miscellaneous radio services. Also in 2008 the Service Center took on responsibility for other peripheral equipment including GPS, AVL, and some MDT/Camera work.

ACTIVITIES: Install and remove radios for other City divisions, so as to reduce the amount of money being spent on outside vendors. To provide service to all City divisions using 800 MHz radio equipment. This program will eliminate most of the outsourcing of radio services that the City of Cleveland does for its vehicle fleet and will help to prevent vehicles and personnel from being Out of Service. In addition the Service Center has started computer installations for the division of EMS and has continued with removing equipment related to MDT's, GPS, and AVL, from vehicles to reduce the cost of having outside vendors remove this equipment. This program will also be responsible for the maintenance of the new AMR infrastructure being installed by Cleveland Division of Water.

PROGRAM NAME: RADIO SYSTEM ADMINISTRATION

OBJECTIVES: Respond quickly to requests for programming and reprogramming of mobile and portable radios, as well as other system requests.

ACTIVITIES: Work with user divisions to ensure that changes in radio templates are made in a timely fashion and suggest changes or improvements in radio configuration. Provide advice on how to best create interoperability between the internal and external entities located in and outside of the City, and retemplate radios that have undergone maintenance or are being relocated from one vehicle to another.



OFFICE OF RADIO COMMUNICATIONS

PROGRAM NAME: RADIO SYSTEM IMPLEMENTATION

OBJECTIVES: To implement a new P25 800MHz radio system for the City of Cleveland and surrounding areas.

ACTIVITIES: Oversee the implementation and installation of the new P25 infrastructure, and the installation of the radio units into the vehicles.

PROGRAM NAME: RADIO SYSTEM MAINTENANCE

OBJECTIVES: To maintain the City's 800 MHz system in a reliable condition, suitable for use by all City divisions including Police, Fire, and EMS.

ACTIVITIES: Ensure that maintenance contracts are in place for infrastructure, as well as for ancillary facilities; to administer maintenance contracts, respond to alarms, system problems, and user problems in an effort to coordinate maintenance efforts.

PROGRAM NAME: WIRELESS COMMUNICATIONS BUILDING PERMIT APPLICATIONS

OBJECTIVES: Ensure that wireless communications providers utilize existing, and new, poles and structures in an efficient and non-blocking manner.

ACTIVITIES: Review building permit applications, and conduct site surveys.

OFFICE OF RADIO COMMUNICATIONS

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 259,610	\$ 284,578	\$ 287,116	\$ 394,712
Longevity	—	4,275	4,375	4,375
Separation Payments	6,450	—	19,968	—
Overtime	8,541	6,798	12,899	—
	\$ 274,601	\$ 295,651	\$ 324,358	\$ 399,087
Benefits				
Hospitalization	\$ 51,381	\$ 55,671	\$ 48,145	\$ 73,982
Prescription	10,076	10,895	11,425	16,970
Dental	3,414	3,965	3,638	5,392
Vision Care	383	437	442	610
Public Employees Retire System	40,772	41,168	42,780	53,107
Fica-Medicare	2,069	2,239	2,378	3,588
Workers' Compensation	4,097	5,017	4,577	4,504
Life Insurance	255	270	270	366
Clothing Allowance	2,150	2,150	2,150	3,150
Clothing Maintenance	920	920	920	1,280
	\$ 115,518	\$ 122,732	\$ 116,725	\$ 162,949
Utilities				
Brokered Gas Supply	\$ —	\$ 393	\$ 133	\$ 146
Gas	914	1,310	583	1,241
Electricity - Cpp	12,460	12,077	12,859	11,715
Electricity - Other	23,167	22,224	22,424	75,600
	\$ 36,541	\$ 36,004	\$ 35,999	\$ 88,702
Contractual Services				
Professional Services	\$ 1,920	\$ 1,370	\$ 540	\$ 1,000
Parking In City Facilities	990	1,650	1,320	1,320
Property Rental	135,420	140,940	232,992	302,264
	\$ 138,330	\$ 143,960	\$ 234,852	\$ 304,584
Materials & Supplies				
Office Supplies	\$ 50	\$ 38	\$ —	\$ 500
Computer Software	—	—	—	300,000
Hardware & Small Tools	3,117	2,325	4,182	10,000
Small Equipment	3,620	13,892	13,630	45,000
Other Supplies	40,471	65,342	80,697	175,000
	\$ 47,257	\$ 81,597	\$ 98,509	\$ 530,500
Maintenance				
Maintenance Contracts	\$ 939,760	\$ 932,388	\$ 1,089,756	\$ 1,322,680
Maintenance Utility Systems	64,145	308	22,429	150,000
	\$ 1,003,905	\$ 932,696	\$ 1,112,185	\$ 1,472,680
Interdepart Service Charges				
Charges From Telephone Exch	\$ 7,266	\$ 13,358	\$ 7,047	\$ 8,644
Charges From Water	—	—	—	5,000
Charges From Print & Repro	235	164	251	238
Charges From M.V.M.	1,153	3,311	11,004	9,255
	\$ 8,654	\$ 16,833	\$ 18,302	\$ 23,137



Department of Public Utilities

OFFICE OF RADIO COMMUNICATIONS

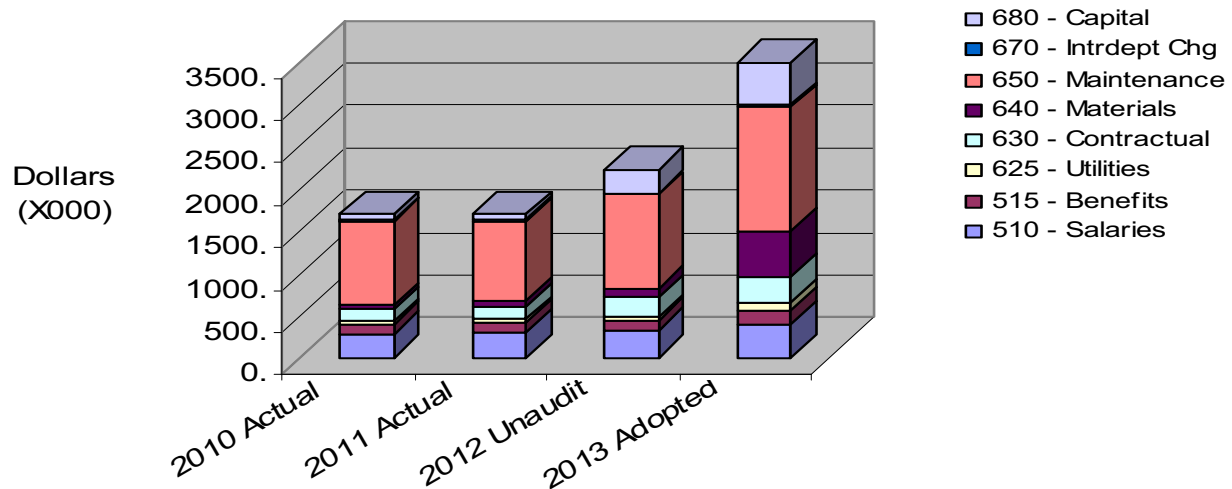
Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Capital Outlay				
Automobiles	\$ —	\$ —	\$ —	\$ 35,000
Radio Equipment	—	—	233,214	350,000
Other Equipment	68,144	62,819	41,965	119,725
	\$ 68,144	\$ 62,819	\$ 275,179	\$ 504,725
	\$ 1,692,949	\$ 1,692,293	\$ 2,216,107	\$ 3,486,364

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 249,420	\$ 300,138	\$ 320,994	\$ 308,940
Miscellaneous	1,099,119	1,434,367	2,273,402	2,472,306
Interest Earnings/Investment Income	3,006	1,363	3,572	3,500
	\$ 1,351,545	\$ 1,735,869	\$ 2,597,968	\$ 2,784,746

Office of Radio Communications Expenditures by Appropriation



OFFICE OF RADIO COMMUNICATIONS

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Supervisor of Radio Services	15.13	24.86
1	1	1			
<u>PROFESSIONALS</u>					
1	1	1	Administrative Manager	27,193.55	101,816.22
1	0	0	Assistant Administrator	20,800.00	56,847.22
2	1	1			
<u>TECHNICIANS</u>					
5	3	6	Radio Technician	19.85	20.99
5	3	6			
8	5	8	TOTAL FULL TIME		
8	5	8	TOTAL DIVISION		



Department of Public Utilities

DIVISION OF WATER

Alexander G. Margevicius, Interim Commissioner

Mission Statement

CWD delivers a reliable supply of high quality water and customer services to promote public health and safety, economy, and quality of life of Greater Cleveland.

The Division of Water (CWD) was created in 1853 and charged with the responsibility of collecting, treating, pumping and distributing potable water and providing related water services to customers within its service areas.

The Division of Water operates a major public water supply system, which services not only the City of Cleveland, but also approximately 76 suburban municipalities in Cuyahoga, Geauga, Lake, Medina, Portage, and Summit counties. The present service area covers about 680 square miles of which 593 square miles are for core services while 87 square miles are provisional emergency feed areas. CWD serves more than 1.55 million people. The City is empowered to establish rates and collect charges for the service provided by its Water Division, to acquire property and construct facilities to provide water services throughout the greater Cleveland service area and to perform other necessary functions with respect to the operation and maintenance of the water works system. The Division of Water is a self-supporting regional utility.

The Division of Water draws raw water from four (4) intake tunnels in Lake Erie, chemically treats and disinfects the water, passes it through mixing and settling basins and then sand and gravel filters so that it becomes potable, and pumps it into reservoirs, storage towers, tanks and distribution lines. These services are provided to all of greater Cleveland, with approximately 50% of the water to industrial and commercial users and the remaining 50% to residential users.

The Division of Water maintains and operates four (4) treatment plants, five (5) major pumping stations, eleven (11) secondary pumping stations, twenty-one (21) storage facilities, and about 5,200 miles of water mains in four (4) different pressure zones which are determined by elevation above the lake. The City of Cleveland has recognized that a viable public water supply system is essential to the social and economic growth of a metropolitan city. If the City and surrounding areas are to grow and contribute to the economic viability of the central core, it is necessary for the area to have an adequate, economical and sustainable public water supply.

PROGRAM NAME: WATER OPERATIONS

OBJECTIVES: To provide potable water and related water services to customers in the Greater Cleveland service areas.

ACTIVITIES: Collect, treat, pump and distribute potable water. Install and read meters to determine customer usage. Make service calls for system maintenance.

PROGRAM NAME: CAPITAL

OBJECTIVES: To upgrade and improve the water treatment and delivery system.

ACTIVITIES: Utilize engineering staff to design and undertake capital projects. Continue a multi-year, ongoing Capital Improvement Program to sustain aging infrastructure.

DIVISION OF WATER

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 48,070,256	\$ 49,133,592	\$ 50,015,325	\$ 55,338,284
Seasonal	—	3,582	—	—
Military Leave	6,102	6,883	4,074	—
Part-Time Permanent	67,449	98,177	69,447	105,158
Injury Pay	2,034	—	446	—
Student Trainees	138,572	117,044	87,417	26,448
Longevity	133,400	510,875	489,150	510,600
Wage Settlements	74,457	—	2,000	—
Separation Payments	530,257	416,946	675,111	600,000
Bonus Incentive	—	—	1,000	—
Overtime	4,079,168	4,149,049	3,960,087	4,100,000
	\$ 53,101,695	\$ 54,436,148	\$ 55,304,057	\$ 60,680,490
Benefits				
Hospitalization	\$ 8,470,696	\$ 8,466,876	\$ 8,230,739	\$ 9,586,081
Flex Save Admin Fees	—	—	2,220	—
Prescription	1,548,622	1,551,434	1,619,709	1,847,822
Dental	555,083	590,437	601,524	685,104
Vision Care	65,731	68,080	69,020	76,126
Public Employees Retire System	8,299,188	7,567,820	7,632,162	8,411,269
Fica-Medicare	628,563	658,951	684,285	783,990
Workers' Compensation	2,138,672	2,106,658	1,889,335	1,762,593
Life Insurance	47,509	46,841	46,704	50,364
Unemployment Compensation	118,075	82,286	132,351	100,000
Clothing Allowance	162,500	214,715	193,687	216,555
Tool Insurance	10,640	9,080	8,190	7,020
Clothing Maintenance	98,477	112,395	109,380	131,294
	\$ 22,143,755	\$ 21,475,574	\$ 21,219,307	\$ 23,658,218
Other Training & Professional Dues				
Travel	\$ 25,270	\$ 9,281	\$ 33,024	\$ 60,000
Tuition & Registration Fees	12,125	11,511	20,421	80,000
Other Training Supplies	12,219	5,496	901	10,000
Mileage (Priv Auto) Trng Prps	—	—	327	600
Professional Dues & Subscript	316,537	105,323	138,980	257,122
	\$ 366,151	\$ 131,611	\$ 193,653	\$ 407,722
Utilities				
Brokered Gas Supply	\$ 468,533	\$ 475,697	\$ 357,363	\$ 430,152
Sewer-Other	1,409,077	1,699,716	2,233,672	2,010,400
Telephone	1,268,754	1,320,552	1,239,369	1,427,540
Water	—	100,672	100,000	100,000
Gas	701,521	770,910	525,277	575,748
Electricity - Cpp	12,912,848	13,204,432	12,935,430	12,528,570
Electricity - Other	5,270,033	4,155,258	3,750,505	4,496,955
Steam	55,467	61,590	45,197	56,493
	\$ 22,086,232	\$ 21,788,828	\$ 21,186,813	\$ 21,625,858



Department of Public Utilities

DIVISION OF WATER

Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Contractual Services				
Professional Services	\$ 1,876,083	\$ 3,805,577	\$ 6,469,322	\$ 5,925,672
Mileage (Private Auto)	2,706	1,437	1,083	4,915
Advertising And Public Notice	154,019	95,808	131,853	207,000
Program Promotion	—	289	—	—
Parking In City Facilities	2,349	4,056	3,410	3,290
Taxes	201,168	215,462	133,458	201,200
Property Rental	—	—	11,025	14,517
Equipment Rental	24,367	231,539	381,488	492,241
Other Contractual	1,272,422	4,175,563	2,449,665	1,762,477
County Aud & Treas Coll Fee	—	—	—	5,000
State Auditor Examination	53,227	76,825	69,100	70,000
Bank Service Fees	57,457	124,313	72,747	20,000
Credit Card Processing Fees	823,730	1,086,666	1,029,915	1,000,000
	\$ 4,467,529	\$ 9,817,535	\$ 10,753,067	\$ 9,706,312
Materials & Supplies				
Office Supplies	\$ 24,725	\$ 12,083	\$ —	\$ 16,450
Postage	744,121	809,450	875,920	951,100
Computer Supplies	26,643	53,957	44,211	64,755
Computer Hardware	10,314	51,208	5,424	81,000
Computer Software	9,283	56,979	59,249	144,500
Fuel	505	51,159	50,555	104,500
Chemical	6,726,556	6,138,756	7,869,596	6,580,750
Salt & De-Icer	23,860	20,698	20,111	33,600
Clothing	818	1,200	4,602	21,958
Hardware & Small Tools	129,199	194,068	198,137	253,845
Small Equipment	37,570	60,216	138,573	180,227
Office Furniture & Equipment	7,542	2,393	6,990	9,400
Electrical Supplies	83,245	247,087	181,879	210,525
Hygiene And Cleaning Supplies	110,058	110,183	104,519	136,582
Motors And Pumps	33,551	3,209	56,869	62,500
Laboratory Supplies	118,697	195,513	209,882	214,320
Paper And Other Printing Suppl	—	—	—	6,750
Other Supplies	41,803	37,219	47,741	92,835
Safety Equipment	50,000	209,107	350,146	511,600
Just In Time Office Supplies	61,084	35,510	35,700	81,905
Building Maintenance Supplies	11,000	31,242	22,439	82,460
Cement Sand & Gravel	1,808,935	2,020,540	2,087,204	2,402,200
Misc Maintenance Supplies	165,588	105,392	80,250	142,583
	\$ 10,225,094	\$ 10,447,170	\$ 12,449,996	\$ 12,386,345

DIVISION OF WATER

Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Maintenance				
Maintenance Office Equipment	\$ —	\$ —	\$ —	\$ 9,750
Maintenance Contracts	77,164	270,828	257,860	379,159
Computer Hardware Maintenance	681,426	805,019	327,377	817,995
Computer Software Maintenance	2,147,414	1,571,710	2,104,310	2,783,319
Maintenance Machinery & Tools	97,427	181,496	138,196	276,850
Maintenance Vehicles	—	456	14,912	41,080
Maintenance Utility Systems	10,721,968	10,714,615	10,013,350	9,852,869
Maintenance Misc. Equipment	244,929	756,604	212,434	463,000
Maintenance Building	351,132	506,442	596,860	691,100
	\$ 14,321,460	\$ 14,807,171	\$ 13,665,300	\$ 15,315,122
Claims, Refunds, Maintenance				
Court Costs	\$ 1,111	\$ 1,031	\$ 1,660	\$ 1,500
Judgements, Damages, & Claims	421,098	498,899	507,794	500,000
Indirect Cost	2,738,889	2,548,881	2,612,118	2,654,595
	\$ 3,161,098	\$ 3,048,811	\$ 3,121,572	\$ 3,156,095
Interdepart Service Charges				
Charges From General Fund	\$ —	\$ 2,508	\$ 2,928	\$ —
Charges From Telephone Exch	860,651	865,484	954,600	980,593
Charges From Utilities Admin	798,000	1,173,662	1,163,607	1,396,968
Charges From Fiscal Control	1,929,000	1,944,974	2,149,000	2,562,002
Charges From Radio Comm System	118,479	149,635	230,064	244,174
Charges From W.P.C.	38,728	108,506	77,835	102,500
Charges From Print & Repro	143,698	198,573	221,761	208,636
Charges From Central Storeroom	—	—	406	—
Charges From M.V.M.	2,352,686	3,750,760	3,589,712	3,019,021
Charges Frm Str Cnst Mnt & Rep	597,853	577,550	450,667	500,000
Charges From Waste Collection	60,569	93,280	63,289	76,500
	\$ 6,899,664	\$ 8,864,931	\$ 8,903,868	\$ 9,090,394
Interfund Subsidies				
Transfer to Other SubClasses	\$ 9,979,012	\$ 9,327,000	\$ —	\$ —
	\$ 9,979,012	\$ 9,327,000	\$ —	\$ —
Capital Outlay				
Infrastructure	\$ —	\$ —	\$ —	\$ 9,800,000
Professional Services	—	—	—	3,220,000
Building Betterments -Existing	—	—	—	640,000
Office Equipment	—	—	—	12,000
Computer Software	—	—	—	67,000
Computer Hardware	29,835	—	—	1,283,000
Motorized Equipment	—	—	—	500,000
Automobiles	—	—	—	344,000
Trucks	—	—	—	1,749,000
Machinery, Tools, Instruments	—	—	—	181,500
Other Equipment	—	—	—	41,000
Transfer To Water Capital Proj	11,287,567	7,002,688	20,905,572	—
	\$ 11,317,402	\$ 7,002,688	\$ 20,905,572	\$ 17,837,500

DIVISION OF WATER

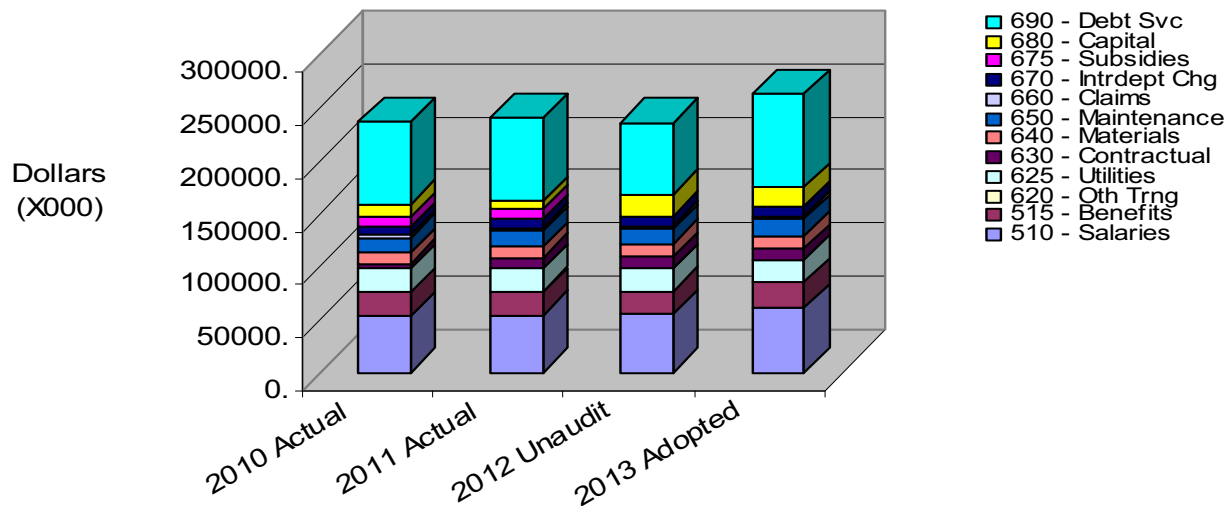
Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Debt Service				
Professional Svcs-Debt Svc	\$ 1,904,544	\$ 960,522	\$ 838,424	\$ 1,000,000
Principal	41,710,908	43,644,520	37,312,403	46,741,248
Interest	34,406,440	34,141,544	29,093,673	40,153,495
	\$ 78,021,892	\$ 78,746,586	\$ 67,244,500	\$ 87,894,743
Expenditure Recovery				
Expenditure Recovery	\$ —	\$ (123)	\$ 5,526	\$ —
	\$ —	\$ (123)	\$ 5,526	\$ —
	\$ 236,090,983	\$ 239,893,929	\$ 234,953,231	\$ 261,758,799

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 227,871,483	\$ 230,336,312	\$ 265,298,582	\$ 262,854,900
Fines, Forfeitures & Settlements	—	175,000	—	—
Grant Revenue	999	—	—	—
Miscellaneous	43,312	111,332	820,432	—
Interest Earnings/Investment Income	1,363,784	623,931	283,256	300,000
	\$ 229,279,577	\$ 231,246,575	\$ 266,402,270	\$ 263,154,900

Division of Water Expenditures by Appropriation



DIVISION OF WATER

COMPARISON OF STAFFING LEVEL

No. of Employees				Salary Schedule	
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	0	0	Administrator of Engineering and Planning	30,214.95	112,526.46
3	3	3	Assistant Chief of Water Distribution	23,647.11	86,668.37
0	2	2	Assistant Director	36,590.39	147,661.45
6	6	6	Assistant Manager-App. Dev. and Technical Support	46,224.91	124,825.82
2	3	3	Assistant Water Plant Manager - Parma	10.00	33.11
1	1	1	Chief of Purification	23,647.11	86,668.37
0	1	1	Chief of Water Distribution	26,273.96	91,832.86
1	1	1	Commissioner of Water	45,201.46	206,000.00
4	4	4	Customer Support Center Manager	65,000.00	97,572.42
0	1	1	Deputy Commissioner of Water	30,214.95	129,713.92
1	1	1	Executive Assistant to the Mayor	50,796.00	176,729.77
3	3	3	General Manager of Administrative Services	26,273.96	91,155.72
3	3	2	Manager of General Maintenance	23,647.11	78,080.22
1	1	1	Manager of Telecommunications	30,214.95	103,869.21
2	1	1	Network Data Center Operations Manager	55,000.00	108,760.79
1	1	1	Safety Programs Officer I	25,000.00	66,226.65
1	1	1	Secretary to Director of Public Utilities	36,590.00	178,000.00
6	6	7	Superintendent of Distribution	20,800.00	71,750.00
36	39	39			
<u>ADMINISTRATIVE SUPPORT</u>					
6	5	5	Chief Clerk	22,050.00	47,550.25
140	136	151	Customer Service Representative	12.15	17.67
2	1	1	Data Control Clerk	10.00	16.98
1	1	1	General Storekeeper	19.25	24.97
4	4	4	Head Storekeeper	17.85	23.06
23	20	20	Principal Clerk	14.88	20.10
3	3	3	Secretary	10.00	17.69
11	10	10	Senior Clerk	12.47	16.58
8	6	6	Storekeeper	16.66	20.76
2	2	2	Telephone Operator	10.00	16.97
200	188	203			
<u>PROFESSIONALS</u>					
13	14	18	Administrative Manager	27,193.55	101,816.22
13	10	11	Administrative Officer	20,800.00	52,979.99
19	19	19	Assistant Administrator	20,800.00	56,847.22
1	0	0	Assistant Contract Compliance Officer	20,092.80	56,847.22
6	4	4	Assistant Director of Law I (s)	26,250.00	86,093.31
7	6	6	Assistant Security Manager	20,800.00	58,837.68
9	9	9	Associate Engineer	17.83	28.57
1	0	0	Budget Analyst	20,800.00	53,011.19
4	5	5	Business Process Analyst	55,000.00	97,850.00



Department of Public Utilities

DIVISION OF WATER

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2012	December 2012	Budget 2013		Minimum	Maximum
5	4	5	Chief Miscellaneous Investigator	10.00	23.32
1	1	1	Chief of Laboratories	23,647.11	80,353.75
8	8	8	Chief Systems Analyst	27,325.56	97,819.83
1	1	1	Chief Training Officer	26,273.96	70,807.15
2	2	2	Construction Technician	12.02	23.32
12	10	10	Consulting Engineer	36,000.00	94,991.29
0	1	1	Contract Compliance Officer	26,273.96	70,807.15
2	1	2	Data Base Administrator	39,937.34	109,791.53
1	1	1	Data Base Coordinator	30,214.00	81,118.29
6	5	5	Deputy Project Director	20,092.80	62,836.42
1	1	3	Desktop Publishing Specialist	20,231.40	58,115.49
1	1	1	Engineer	22.78	34.79
1	1	1	Engineer of Hydraulic Surveys	18.59	29.11
1	1	1	Environmental Program Manager	45,000.00	87,241.22
3	3	3	Hazardous Materials Specialist	21.63	32.65
2	2	2	Information Systems Coordinator	21,851.00	82,183.44
1	1	1	IT Telecommunications Technician II	44,803.00	73,778.34
4	4	5	Miscellaneous Investigator	15.35	18.62
1	1	1	Network Analyst I	14.52	35.28
1	0	0	Network Analyst II	30,214.00	90,259.22
2	2	2	Office Manager	20,800.00	49,669.98
10	10	10	Personnel Assistant	20,800.00	47,438.80
8	8	10	Project Coordinator	27,325.56	90,294.89
16	17	17	Project Director	22,333.40	80,282.43
1	1	1	Project Leader Applications	45,000.00	91,832.86
1	1	1	Regulatory Compliance Manager	50,000.00	94,970.71
1	1	1	Safety Programs Manager	30,214.95	89,155.89
1	1	1	Senior Budget and Management Analyst	26,273.96	78,265.22
6	6	7	Senior Personnel Assistant	20,800.00	50,162.59
3	2	3	Senior Systems Analyst	20,800.00	41,170.98
1	1	1	Software Analyst	45,000.00	87,241.22
1	1	1	Supervisor Applications Development	39,937.34	86,987.12
1	1	1	Supervisor of Systems and Technical Support	55,000.00	86,093.31
9	7	9	Systems Analyst	20,800.00	61,811.09
5	11	15	Unit Supervisor	13.29	23.06
1	1	1	Warehouse Inventory Manager	22,333.40	80,282.43
1	1	1	Water Business Plan Assistant Manager	22,333.40	80,282.43
1	1	1	Water Business Plan Manager	27,325.56	90,294.89
5	5	5	Water Plant Manager	23,647.11	97,572.42
1	0	0	Web Master	30,215.00	100,358.61
202	194	214			
<u>PARA-PROFESSIONALS</u>					
1	1	1	Chief Legal Investigator	23,647.11	67,017.93
1	1	1	Claims Examiner	10.00	23.32
2	2	2			

DIVISION OF WATER

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>PROTECTIVE SERVICES</u>					
2	2	2	Security Manager	23,647.11	90,684.96
49	46	55	Security Officer	10.80	20.90
51	48	57			
<u>SKILLED CRAFT</u>					
2	1	2	Asbestos Worker	43.08	53.85
12	11	15	Assistant Water Plant Manager	10.00	33.11
2	2	2	Bricklayer	35.63	44.54
1	1	1	Bricklayer Foreman	36.88	45.54
2	2	2	Bricklayer Helper	24.70	37.06
5	5	5	Carpenter	35.24	44.05
1	1	1	Carpenter Unit Leader	35.93	36.49
9	8	8	Cement Finisher	35.89	44.86
1	1	1	Cement Finisher Unit Leader	36.46	37.14
2	2	2	Chief Building Stationary Engineer	19.80	20.64
13	12	13	Construction Equipment Operator Group A	38.04	47.55
2	2	2	Construction Equipment Operator Group B	37.92	47.40
16	14	14	Electrical Worker	44.23	55.29
1	0	0	Electrical Worker Foreman	44.66	45.48
1	1	1	Ironworker	40.37	50.46
8	6	8	Machinist Unit Leader	14.28	25.01
5	3	3	Painter	31.22	39.03
1	1	1	Painter Foreman	31.87	32.47
2	2	2	Pipefitter	33.52	43.42
4	4	4	Plumber	43.38	54.23
4	4	4	Sheet Metal Worker	44.11	55.14
1	0	0	Sign Painter	23.23	32.61
25	23	35	Water Plant Operator I	20.28	21.14
24	19	22	Water Plant Operator II	21.72	22.62
0	0	1	Water System Construction Inspector Supervisor	20,800.00	62,560.03
2	2	1	Welder Fabricator	18.36	25.36
146	127	150			
<u>SERVICE & MAINTENANCE</u>					
14	11	12	Custodial Worker	10.00	14.97
2	2	2	Custodial Worker Supervisor	18.72	20.72
5	3	3	Ground Maintenance Man	15.95	17.95
8	6	8	Labor Foreman	20.19	22.19
17	12	16	Machinist	15.83	23.02
13	10	11	Machinist Helper	13.72	19.52
51	46	46	Municipal Service Laborer	15.95	17.95
1	0	1	Small Equipment Repair Worker	12.26	20.01
27	25	26	Truck Driver	12.50	19.79
10	9	9	Water Hydraulic Repairman	18.16	19.27



Department of Public Utilities

DIVISION OF WATER

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2012	December 2012	Budget 2013		Minimum	Maximum
0	1	1	Water Hydraulic Supervisor	15.96	24.93
6	6	6	Water Hydraulic Unit Leader	14.09	22.11
4	4	4	Water Meter Department Supervisor	15.96	24.93
10	12	12	Water Meter Department Unit Leader	14.09	22.11
50	49	49	Water Meter Repairman	16.18	19.27
12	11	11	Water Pipe Repair Supervisor	15.97	22.85
31	24	26	Water Pipe Repair Unit Leader	14.09	22.49
102	93	94	Water Pipe Repairman	16.44	20.67
13	9	13	Water System Construction Inspector	18.97	24.08
376	333	350			
<u>TECHNICIANS</u>					
6	5	4	Accident and Safety Inspector	20.36	22.36
6	5	5	Chemist	18.49	26.85
2	2	2	Chief Radio Dispatcher	15.12	23.34
3	2	3	Computer Operator	10.00	23.32
3	2	2	Data Processing Supervisor	20,800.00	58,115.49
4	3	3	Instrumentation Technician II	22.81	23.92
3	3	3	Laboratory Assistant	10.00	19.29
28	31	34	Meter Reader	15.53	19.27
12	9	10	Meter Reader Collections	15.53	19.27
6	6	6	Meter Reader Commercial	15.53	19.27
5	4	5	Meter Reader Investigation	15.53	19.27
6	5	5	Meter Reader Machine	15.53	19.27
6	5	6	Meter Reader Supervisor	14.47	23.03
15	13	14	Radio Dispatcher	17.33	20.99
2	2	3	Senior Chemist	17.61	23.32
1	0	1	Senior Computer Operator	10.00	27.39
7	7	7	Senior Draftsman	11.69	19.82
1	1	1	Senior Programmer Analyst	23,647.11	69,365.01
2	2	2	Telecommunications Analyst I	14.53	42.45
118	107	116			
1,131	1,038	1,131	TOTAL FULL TIME		
2	2	2	TOTAL PART TIME		
5	2	5	TOTAL STUDENT ASSISTANT		
1,138	1,042	1,138	TOTAL DIVISION		

WATER POLLUTION CONTROL

Rachid F. Zoghaib, Commissioner**Mission Statement**

Provide services that sustain the free-flow of surface water through cleaning and maintaining a network of sewers and sewer connections.

The Division of Water Pollution Control serves a significant portion of the entire metropolitan area; managing the sanitary sewage, stormwater drainage, and combined collections systems. The Division is responsible for the network of sewers conveying sanitary sewage and industrial waste in the City of Cleveland from their point of origin to an interceptor sewer or treatment facility for processing. The Division maintains, cleans, repairs and improves sewers and their appurtenances, including catch basins, relining and relaying of sewer connections.

Water Pollution Control is responsible for cleaning and maintaining a network of approximately 126,000 catch basins and adjoining laterals. Utilizing specialized equipment and trained personnel, the division services an average of 12,000 catch basins per year. The Division is also charged with managing and supervising the elimination, control or regulation of any matter relating to pollution of water courses within the City limits. The Division has established a preventive maintenance program in known flooding areas to eliminate potential street and basement flooding problems before they occur.

The Division is also responsible for the maintenance of 18 lift stations. To further enhance pump station maintenance, the division installed a Supervisory Control and Data Acquisition (SCADA) system to monitor the stations from our main facility. The system monitors the operations of the pump stations twenty-four hours a day and provides immediate notification of pump station problems. The installation of this system has reduced the manpower needed to check lift stations daily, thereby enabling us to spend more time performing preventive maintenance. This effort was critical to our desire to minimize the potential for discharges to the environment.

Water Pollution Control successfully completed the implementation of ELLIPSE; the division's new integrated Work Management System. The new integrated system uses a relational database which allows different entities to operate within one application. The system provides the Division of Water Pollution Control with the ability to monitor accountability within the selected units of the division's business processes from beginning to end. The process allows the division to monitor labor costs, material/equipment usage and cost, provide total expenditure reports on any particular work assignment, at any given time.

The Division plans to continue its test tee installation program, which is an improved level of service. Water Pollution Control has expanded services by extending our regular business days and hours, and we have continued the upgrading of our service equipment to insure that we have the resources to address sewer concerns. This has allowed Water Pollution Control to further enhance its pro-active maintenance program. The Division continues to review core business practices to identify ways of gaining greater efficiency. This is consistent with our continuous improvement management philosophy.

PROGRAM NAME: CAPITAL

OBJECTIVE: Maintain and improve the main sewers, pump stations, connections and appurtenances.

ACTIVITIES: Purchase and repair motorized equipment related to preservation of the sewer system.

Construct new storm water storage facilities, relief sewers, replacement sewers and pump stations.



WATER POLLUTION CONTROL

PROGRAM NAME: MAINTENANCE OPERATIONS

OBJECTIVE: Maintain the free-flow of sanitary and clear water through elimination of potential blockages and conditions that could result in loss of service, personal injury or property damage.

ACTIVITIES: Remove debris in right of ways and flush potential blockages.

Clean catch basins, main sewers, house connections, and other appurtenances of the system.

Repair damaged main sewers, catch basins, manholes and connections within the limits of the pavement.

Repair, maintain and replace sewer pump stations and appurtenances.

Conduct preventive maintenance in known flooding areas through personal or remote televised inspections.

PROGRAM NAME: MARKETING

OBJECTIVE: Provide Public Education and Community Participation

ACTIVITIES: Work with various groups and organizations, school systems, environmental fairs and other media events to educate the public on important issues regarding services we provide to the public, environmental issues impacting the use of the sewer system such as, the Stormwater Phase II regulations.

PROGRAM NAME: PERMITS AND INSPECTION

OBJECTIVE: To address customer concerns relative to street and basement flooding; maintain accurate sewer records and verify that construction of sewer connections meet the standards of the division.

ACTIVITIES: Respond to flooding complaints

Inspect construction of sewers

Identify, measure and record the location of new and existing lateral connections

Respond to Ohio Utilities Protection Service (OUPS) utility line marking requests

PROGRAM NAME: TEST TEE PROGRAM

OBJECTIVE: To provide an improved level of service to our customers by determining if a problem exists in the City's portion of the sewer connection or the customers, without cost to the customer.

ACTIVITIES: Investigate sewer connections from existing test tee to the main sewer.

If none exist, install a test tee in the treelawn and investigate sewer connections from new test tee excavation to the main sewer.

Maintain annual contracts for installation and investigation of sewer connections.

WATER POLLUTION CONTROL

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 6,688,399	\$ 6,762,223	\$ 6,520,118	\$ 7,548,218
Seasonal	3,528	—	16,363	—
Part-Time Permanent	32,508	40,490	50,325	46,763
Injury Pay	6,137	7,324	12,615	—
Longevity	5,650	64,088	58,475	65,900
Separation Payments	31,658	71,675	25,255	—
Bonus Incentive	—	—	200	—
Overtime	142,231	165,194	200,139	140,000
	\$ 6,910,110	\$ 7,110,994	\$ 6,883,491	\$ 7,800,881
Benefits				
Hospitalization	\$ 1,186,474	\$ 1,159,572	\$ 1,096,448	\$ 1,278,028
Flex Save Admin Fees	—	—	300	—
Prescription	202,194	196,977	193,717	224,646
Dental	76,558	79,330	78,083	89,772
Vision Care	9,601	9,699	9,304	10,094
Public Employees Retire System	1,085,321	985,156	959,592	1,043,964
Fica-Medicare	89,043	93,606	92,556	107,165
Workers' Compensation	722,497	527,067	551,819	536,736
Life Insurance	6,776	6,630	6,290	6,678
Unemployment Compensation	14,852	7,826	21,445	—
Clothing Allowance	21,655	23,627	22,522	23,025
Tool Insurance	1,880	2,140	2,140	2,400
Clothing Maintenance	25,455	31,860	25,356	20,025
	\$ 3,442,306	\$ 3,123,489	\$ 3,059,573	\$ 3,342,533
Other Training & Professional Dues				
Travel	\$ 7,016	\$ 2,673	\$ 8,714	\$ 8,500
Tuition & Registration Fees	9,948	498	2,504	7,500
Other Training Supplies	6,743	—	36	3,500
Mileage (Priv Auto) Trng Prps	—	157	2,129	2,350
Professional Dues & Subscript	9,872	11,844	8,477	12,000
	\$ 33,578	\$ 15,172	\$ 21,860	\$ 33,850
Utilities				
Brokered Gas Supply	\$ 59,155	\$ 48,008	\$ 26,049	\$ 34,296
Sewer-Other	—	21,920	10,725	30,000
Water	1,680	—	—	4,000
Gas	27,032	29,549	19,636	21,947
Electricity - Cpp	201,960	203,776	197,156	191,733
Electricity - Other	40,453	46,137	45,378	43,411
	\$ 330,279	\$ 349,390	\$ 298,945	\$ 325,387

**WATER POLLUTION CONTROL****Expenditures (Continued)**

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Contractual Services				
Professional Services	\$ 791,231	\$ 330,407	\$ 430,496	\$ 574,922
Mileage (Private Auto)	—	—	—	100
Advertising And Public Notice	45,238	50,262	13,647	30,000
Program Promotion	10,000	20,275	42,770	40,000
Parking In City Facilities	1,488	2,150	2,228	2,000
Property Rental	5	5	5	100
Equipment Rental	1,914	194	—	2,500
Other Contractual	—	—	3,057	10,000
State Auditor Examination	13,534	13,000	13,900	15,000
Bank Service Fees	37,954	(31,244)	1,612	15,000
Credit Card Processing Fees	830	1,691	2,097	2,000
	\$ 902,195	\$ 386,738	\$ 509,812	\$ 691,622
Materials & Supplies				
Office Supplies	\$ 1,352	\$ 3,791	\$ —	\$ 2,500
Computer Supplies	2,000	3,892	4,180	5,000
Computer Hardware	—	74,172	55,010	80,000
Computer Software	699	15,071	199	2,500
Clothing	6,672	6,582	—	20,000
Hardware & Small Tools	—	14,262	25,794	20,000
Small Equipment	—	8,227	2,350	8,000
Office Furniture & Equipment	3,919	3,037	1,290	10,000
Hygiene And Cleaning Supplies	2,526	10,071	5,736	5,000
Medical Supplies	—	—	—	500
Other Supplies	3,419	15,450	17,552	17,000
Safety Equipment	3,716	81,113	31,218	30,000
Just In Time Office Supplies	8,980	5,403	8,498	3,000
Building Maintenance Supplies	203,440	275,522	222,473	200,000
Misc Maintenance Supplies	—	1,290	155	2,000
	\$ 236,723	\$ 517,881	\$ 374,454	\$ 405,500
Maintenance				
Maintenance Office Equipment	\$ 4,552	\$ 6,557	\$ 18,500	\$ 7,500
Computer Software Maintenance	—	11,051	—	—
Maintenance Machinery & Tools	—	1,950	—	7,500
Maintenance Vehicles	224,942	413,891	308,017	250,000
Maintenance Utility Systems	1,682,707	1,164,814	1,325,574	1,250,000
Maintenance Misc. Equipment	—	—	5,000	—
	\$ 1,912,201	\$ 1,598,263	\$ 1,657,091	\$ 1,515,000
Claims, Refunds, Maintenance				
Judgements, Damages, & Claims	\$ 25,452	\$ 27,071	\$ 55,966	\$ 50,000
Other Refunds & Adjustments	—	—	—	1,000
Indirect Cost	469,063	456,067	469,049	454,310
	\$ 494,515	\$ 483,138	\$ 525,015	\$ 505,310

WATER POLLUTION CONTROL

Expenditures (Continued)

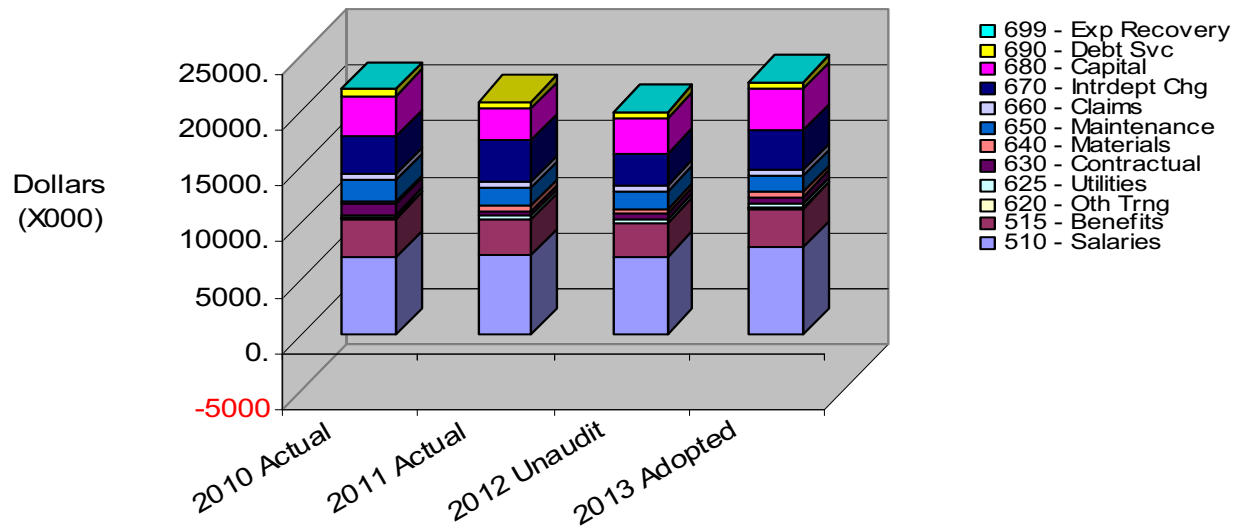
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Interdepart Service Charges				
Charges From Telephone Exch	\$ 25,701	\$ 18,937	\$ 18,608	\$ 21,189
Charges From Utilities Admin	114,000	170,905	165,787	181,915
Charges From Fiscal Control	276,000	306,035	307,000	307,758
Charges From Radio Comm System	24,984	33,010	49,654	60,499
Charges From Water	2,424,641	2,525,282	1,650,015	2,300,000
Charges From Print & Repro	27,970	27,337	23,547	25,282
Charges From M.V.M.	358,439	472,017	474,064	398,698
Charges Frm Str Cnst Mnt & Rep	192,698	229,090	131,775	250,000
Charges From Waste Collection	4,810	20,426	6,384	6,000
	\$ 3,449,242	\$ 3,803,038	\$ 2,826,833	\$ 3,551,341
Capital Outlay				
Professional Services	\$ 25,000	\$ —	\$ —	\$ —
Office Equipment	71,810	—	—	20,000
Furniture	—	—	—	35,000
Motorized Equipment	—	79,747	26,243	400,000
Machinery, Tools, Instruments	—	—	—	15,000
Other Equipment	—	—	—	20,000
Transfer To Wpc Capital Proj	3,513,269	2,726,024	3,118,757	3,292,576
	\$ 3,610,079	\$ 2,805,771	\$ 3,145,000	\$ 3,782,576
Debt Service				
Principal	\$ 467,280	\$ 485,677	\$ 504,838	\$ 500,000
Interest	139,570	121,173	102,012	107,000
	\$ 606,850	\$ 606,850	\$ 606,850	\$ 607,000
Expenditure Recovery				
Expenditure Recovery	\$ —	\$ (76)	\$ —	\$ —
	\$ —	\$ (76)	\$ —	\$ —
	\$ 21,928,078	\$ 20,800,649	\$ 19,908,926	\$ 22,561,000

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 21,339,118	\$ 21,715,644	\$ 22,775,949	\$ 22,215,000
Licenses & Permits	—	274,970	311,067	300,000
Miscellaneous	1,843	40,931	981	1,000
Interest Earnings/Investment Income	30,315	68,605	58,732	45,000
	\$ 21,371,277	\$ 22,100,150	\$ 23,146,730	\$ 22,561,000

WATER POLLUTION CONTROL

Division of Water Pollution Control Expenditures by Appropriation



WATER POLLUTION CONTROL

COMPARISON OF STAFFING LEVEL

No. of Employees				Salary Schedule	
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Administrator of Engineering and Planning	30,214.95	112,526.46
3	0	0	Assistant Commissioner of Water Pollution Control	26,273.96	89,367.64
1	1	1	Budget Administrator	30,214.95	103,869.21
1	1	1	Commissioner of Water Pollution Control	40,314.82	132,061.01
0	1	2	Deputy Commissioner of Water Pollution Control	30,214.95	103,869.21
1	1	1	Manager of General Maintenance	23,647.11	78,080.22
1	0	0	Manager of Marketing	30,214.95	103,869.21
1	1	1	Safety Programs Officer I	25,000.00	66,226.65
1	1	1	Superintendent of Sewer Maintenance	20,800.00	74,614.20
10	7	8			
<u>ADMINISTRATIVE SUPPORT</u>					
1	0	0	Accountant Clerk II	10.00	17.69
1	1	1	Chief Clerk	22,050.00	47,550.25
4	4	4	Customer Service Representative	12.15	17.67
2	2	2	Data Control Clerk	10.00	16.98
1	1	1	Head Storekeeper	17.85	23.06
1	1	1	Senior Clerk	12.47	16.58
1	1	1	Stock Clerk	13.11	18.23
1	1	1	Storekeeper	16.66	20.76
12	11	11			
<u>PROFESSIONALS</u>					
0	1	1	Accountant I	14.39	20.20
1	1	1	Administrative Manager	27,193.55	101,816.22
3	3	3	Administrative Officer	20,800.00	52,979.99
1	0	0	Assistant Administrator	20,800.00	56,847.22
1	1	1	Assistant Director of Law I (S)	26,250.00	86,093.31
1	1	1	Assistant Manager Of Marketing	20,800.00	56,847.22
1	1	1	Assistant Personnel Administrator	20,800.00	55,788.47
5	5	5	Associate Engineer	17.83	28.57
1	1	1	Budget and Management Analyst	20,800.00	55,788.47
1	1	1	Chief Civil Engineer	23,647.11	84,588.76
1	1	1	Construction Technician	12.02	23.32
2	1	2	Consulting Engineer	36,000.00	94,991.29
1	1	1	Data Base Coordinator	30,214.00	81,118.29
1	1	1	GIS/IS Coordinator	52,000.00	93,818.87
1	1	1	Network Analyst II	30,214.00	90,259.22
1	0	0	Office Manager	20,800.00	49,669.98
1	1	1	Personnel Administrator	26,273.96	82,493.55
1	1	1	Personnel Assistant	20,800.00	47,438.80
0	0	1	Project Director	22,333.40	80,282.43
1	0	1	Safety Programs Manager	30,214.95	89,155.89



Department of Public Utilities

WATER POLLUTION CONTROL

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2012	December 2012	Budget 2013		Minimum	Maximum
1	1	1	Senior Personnel Assistant	20,800.00	50,162.59
1	1	1	Systems Analyst	20,800.00	61,811.09
1	1	1	Unit Supervisor	13.29	23.06
28	25	28			
<u>SKILLED CRAFT</u>					
2	2	2	Bricklayer	35.63	44.54
2	2	2	Bricklayer Helper	24.70	37.06
4	3	4	Const. Equipment Operator Group A	38.04	47.55
0	1	1	Const. Equipment Operator Group B	37.92	47.40
1	1	1	Electrical Worker	44.23	55.29
1	1	2	Heavy Duty Mechanic	15.75	25.37
1	1	1	Heavy Duty Unit Leader	23.85	31.47
3	2	3	Machinist	15.83	23.02
2	1	2	Machinist Unit Leader	14.28	25.01
16	14	18			
<u>SERVICE & MAINTENANCE</u>					
2	2	2	Custodial Worker	10.00	14.97
1	0	1	Custodial Worker Supervisor	18.72	20.72
6	6	6	House Connection Inspector	15.39	18.88
1	1	2	Machinist Helper	13.72	19.52
3	2	3	Municipal Service Laborer	15.95	17.95
5	4	5	Sewer Construction & Maint. Operations Supervisor	15.67	25.45
11	9	11	Sewer Maintenance Unit Leader	14.09	22.06
14	13	14	Sewer Maintenance Unit Leader Operator	14.09	23.18
49	42	50	Sewer Service Man	18.16	19.27
92	79	94			
<u>TECHNICIANS</u>					
1	0	0	Citizens Information Representative	10.00	19.29
3	3	3	Radio Dispatcher	17.33	20.99
4	3	3			
162	139	162	TOTAL FULL TIME		
4	3	4	TOTAL PART TIME		
166	142	166	TOTAL DIVISION		

CLEVELAND PUBLIC POWER

Ivan L. Henderson, Commissioner

Mission Statement

To provide reliable and economical electric service to all electric customers in the City of Cleveland.

The Division of Cleveland Public Power is responsible for all electrical generation, transmission, and distribution facilities owned by the city. The Division provides electricity to about 74,000 residential, commercial, industrial, and governmental customers. In addition, the Division provides service to over 67,000 streetlights in the City of Cleveland.

The Division purchases power from numerous sources, which includes American Electric Power, AMP, and New York Power Authority, and obtains transmission services through the Midwest ISO and the PJM Interconnection. In addition, the division uses its three 15 mW gas turbines and six 1.8 mW gas peaking turbines to provide for its customers requirements.

Wholesale power is brought into the system via the Division's four 138 kV interconnections. The interconnections are located at the Division's Lake Road Substation, Nottingham Substation, Pofok Substation, and the Ridge Road Substation.

Cleveland Public Power is currently undergoing a Capacity Expansion Program that will extend the southern portion of CPP's 138 kV transmission system, and add a 138/13.8 kV substation and 13.8 kV distribution circuits. The capacity expansion will also result in the expansion of the Lake Road 11.5 kV substation and the 11.5 kV distribution system in downtown Cleveland. CPP's system reliability and ability to serve future load growth opportunities will be improved by these additions, which are scheduled for completion by 2014. Funding of CPP's Capacity Expansion will be mostly funded with the proceeds of the Series 2008 Bonds.

PROGRAM NAME: CLEVELAND PUBLIC POWER OPERATIONS

OBJECTIVES: To generate, transmit and distribute electricity and to provide effective street lighting.

ACTIVITIES: Purchase power wholesale from diversified sources. Generate electricity from CPP's gas turbines and other potential sources. Distribute electricity through neighborhood substations Provide and maintain effective street lighting. Respond to emergency calls 24 hours a day with trouble crews.

PROGRAM NAME: CLEVELAND PUBLIC POWER OPERATIONS CAPITAL

OBJECTIVES: To reinforce and expand current systems through capital improvements.

ACTIVITIES: Connect new customers to the electrical system. Make improvements to land, buildings, and structures. Purchase and repair motorized equipment related to upkeep of electrical generation, transmission and distribution facilities.

**Expenditures**

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 17,307,150	\$ 18,045,014	\$ 18,198,765	\$ 20,516,357
Seasonal	505,551	338,484	296,556	222,980
Military Leave	55	4,110	452	—
Injury Pay	14,986	12,614	5,049	—
Student Trainees	—	—	412	—
Longevity	8,150	153,325	145,775	144,050
Separation Payments	193,645	104,697	180,614	350,000
Overtime	1,496,199	1,577,267	1,706,245	1,600,000
	\$ 19,525,736	\$ 20,235,511	\$ 20,533,868	\$ 22,833,387
Benefits				
Hospitalization	\$ 2,566,270	\$ 2,563,087	\$ 2,487,560	\$ 2,993,667
Flex Save Admin Fees	—	—	1,080	—
Prescription	514,878	509,446	537,898	622,146
Dental	170,307	181,144	182,084	214,356
Vision Care	17,927	19,353	19,787	20,809
Public Employees Retire System	3,044,158	2,815,552	2,851,825	2,872,694
Fica-Medicare	227,877	242,270	252,215	263,147
Workers' Compensation	905,617	787,503	554,116	745,669
Life Insurance	14,325	14,044	14,387	15,100
Unemployment Compensation	19,832	8,312	12,338	—
Clothing Allowance	142,889	168,200	155,450	52,600
Tool Insurance	3,850	3,850	3,850	3,300
Clothing Maintenance	83,424	99,291	90,830	72,855
	\$ 7,711,354	\$ 7,412,050	\$ 7,163,419	\$ 7,876,343
Other Training & Professional Dues				
Travel	\$ 67,381	\$ 99,283	\$ 55,811	\$ 75,000
Tuition & Registration Fees	18,639	45,114	26,598	75,000
Professional Dues & Subscript	104,968	79,247	84,295	75,000
	\$ 190,988	\$ 223,644	\$ 166,705	\$ 225,000
Utilities				
Brokered Gas Supply	\$ 238,270	\$ 177,578	\$ 146,351	\$ 129,188
Sewer-Other	—	—	—	72,500
Telephone	364,927	32,977	203,221	225,000
Water	—	44,929	38,899	25,000
Gas	67,414	82,497	86,655	60,152
Electricity - Other	1,659,746	1,518,347	1,158,456	1,487,524
Steam	46,332	48,327	40,461	64,020
	\$ 2,376,689	\$ 1,904,656	\$ 1,674,042	\$ 2,063,384

CLEVELAND PUBLIC POWER

Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Contractual Services				
Professional Services	\$ 2,091,611	\$ 2,314,095	\$ 1,671,357	\$ 2,125,000
Advertising And Public Notice	56,294	45,109	101,826	100,000
Program Promotion	265,930	277,492	138,097	200,000
Parking In City Facilities	1,240	2,180	1,482	3,000
Insurance And Official Bonds	423,181	411,000	495,000	500,000
Taxes	205	30,045	129	—
Property Rental	275,000	275,000	266,803	280,000
Equipment Rental	4,719	5,655	26,098	25,000
Other Contractual	1,206,757	726,379	657,516	1,350,000
State Auditor Examination	14,055	13,000	12,200	15,000
Bank Service Fees	36,302	50,833	36,491	50,000
Credit Card Processing Fees	350,969	416,809	465,908	475,000
	\$ 4,726,262	\$ 4,567,597	\$ 3,872,906	\$ 5,123,000
Materials & Supplies				
Office Supplies	\$ 30,372	\$ 6,955	\$ 32	\$ 30,000
Postage	757,762	415,120	6,690	350,000
Computer Hardware	163,542	338,370	42,535	75,000
Computer Software	680,310	203,792	83,568	75,000
Fuel	—	50,000	50,000	120,000
Purchased Power	91,785,536	88,159,528	84,296,841	92,792,570
Power Transmission Costs	3,496,288	6,786,756	10,855,441	12,653,532
Clothing	9,558	16,653	31,483	25,000
Hardware & Small Tools	98,621	91,847	111,413	120,000
Small Equipment	3,972	104,200	35,174	50,000
Office Furniture & Equipment	6,546	9,762	1,719	100,000
Electrical Supplies	29,284	—	363,211	40,000
Hygiene And Cleaning Supplies	7,597	17,244	21,336	30,000
Medical Supplies	—	—	—	8,000
Photographic Supplies	2,289	80	439	1,500
Other Supplies	123,813	60,924	724,072	75,000
Safety Equipment	110,365	74,979	399,063	200,000
Capital Improvement Inventory	7,378,139	5,648,231	2,794,423	5,250,000
Just In Time Office Supplies	52,282	16,096	28,922	30,000
Cement Sand & Gravel	—	—	(5,355)	—
	\$ 104,736,274	\$ 102,000,537	\$ 99,841,006	\$ 112,025,602



Department of Public Utilities

CLEVELAND PUBLIC POWER

Expenditures (Continued)

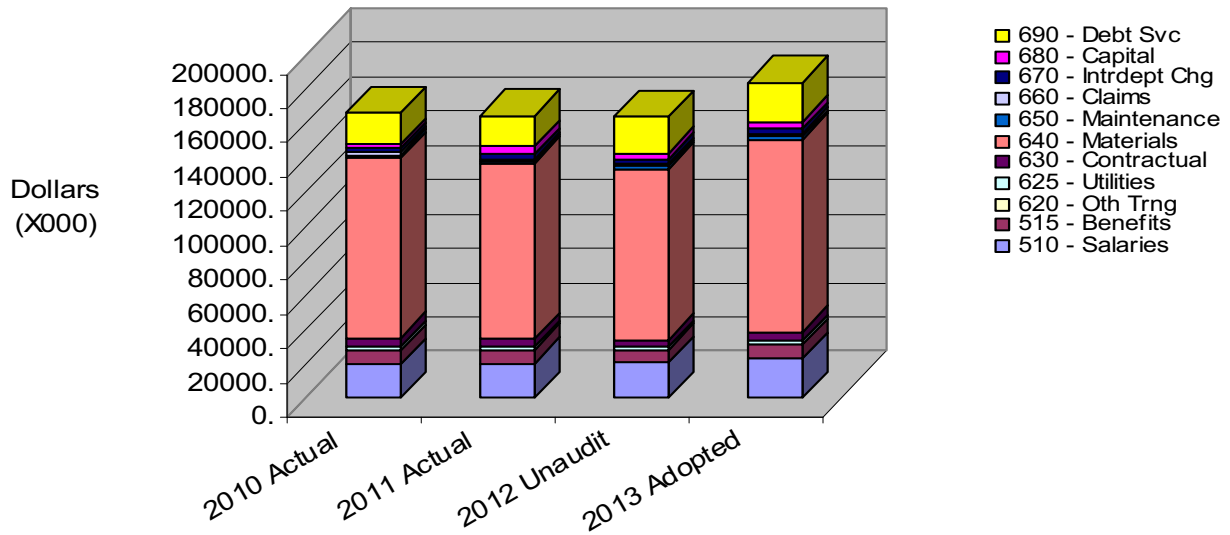
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Maintenance				
Maintenance Office Equipment	\$ 4,248	\$ 8,980	\$ 9,000	\$ 50,000
Maintenance Contracts	658,467	438,389	766,739	150,000
Computer Hardware Maintenance	—	5,500	—	15,000
Computer Software Maintenance	—	27,412	4,500	—
Maintenance Machinery & Tools	—	—	21,425	15,000
Maintenance Vehicles	246,425	216,036	405,147	475,000
Maintenance Utility Systems	1,136,342	500,258	218,642	1,200,000
Maintenance Building	71,477	142,219	83,105	150,000
	\$ 2,116,959	\$ 1,338,795	\$ 1,508,558	\$ 2,055,000
Claims, Refunds, Maintenance				
Judgements, Damages, & Claims	\$ 225,687	\$ 95,829	\$ 212,482	\$ 300,000
Indirect Cost	1,119,217	1,054,390	1,092,374	1,108,829
	\$ 1,344,904	\$ 1,150,219	\$ 1,304,856	\$ 1,408,829
Interdepart Service Charges				
Charges From General Fund	\$ —	\$ —	\$ 1,970	\$ —
Charges From Telephone Exch	604,112	565,154	646,708	831,028
Charges From Utilities Admin	228,000	322,433	332,606	400,000
Charges From Fiscal Control	552,000	548,991	614,000	732,000
Charges From Radio Comm System	28,268	37,697	53,515	60,395
Charges From Water	333,727	426,506	432,974	437,600
Charges From W.P.C.	922	8,591	6,554	23,400
Charges From Print & Repro	61,004	70,442	74,040	72,491
Charges From M.V.M.	367,388	629,973	694,236	583,867
Charges From Waste Collection	51,961	52,101	46,611	23,400
	\$ 2,227,384	\$ 2,661,887	\$ 2,903,213	\$ 3,164,181
Capital Outlay				
Contractual Services	\$ —	\$ 71	\$ —	\$ —
Trans To Light&Power Cap Proj	2,701,817	4,992,735	3,627,004	4,109,005
	\$ 2,701,817	\$ 4,992,805	\$ 3,627,004	\$ 4,109,005
Debt Service				
Principal	\$ 8,522,161	\$ 8,936,667	\$ 11,000,417	\$ 12,772,500
Interest	9,643,328	8,389,307	9,943,504	9,763,769
	\$ 18,165,489	\$ 17,325,974	\$ 20,943,921	\$ 22,536,269
	\$ 165,823,855	\$ 163,813,675	\$ 163,539,498	\$ 183,420,000

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 167,409,882	\$ 172,526,819	\$ 169,507,831	\$ 183,310,000
Fines, Forfeitures & Settlements	—	440,300	—	—
Grant Revenue	—	21,066	89,081	—
Miscellaneous	729,809	213,530	78,733	10,000
Interest Earnings/Investment Income	81,923	103,414	96,661	100,000
Non Operating Other/Other	(5,179,260)	(5,326,104)	(5,199,295)	—
	\$ 163,042,354	\$ 167,979,025	\$ 164,573,011	\$ 183,420,000

CLEVELAND PUBLIC POWER

Cleveland Public Power Expenditures by Appropriation





Department of Public Utilities

CLEVELAND PUBLIC POWER

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
2	2	2	Administrator of Engineering and Planning	30,214.95	112,526.46
6	5	5	Assistant Commissioner of Cleveland Public Power	27,325.56	122,253.61
4	3	4	Assistant Supt. Of Electric Transmission and Distribution	26,273.96	85,000.00
1	0	1	Chief Assistant Director of Law	31,500.00	126,270.18
2	2	2	Chief of Street Lighting and Electrical Services	23,647.11	97,572.42
1	1	1	Commissioner of Cleveland Public Power	45,201.46	172,186.61
3	3	3	Deputy Commissioner of Cleveland Public Power	46,224.91	129,713.92
1	1	1	General Manager of Administrative Services	26,273.96	91,155.72
1	1	1	Manager of Marketing	30,214.95	103,869.21
1	1	1	Network Data Center Operations Manager	55,000.00	108,760.79
1	1	1	Safety Programs Officer I	25,000.00	66,226.65
0	1	1	Special Assistant to the Mayor	20,800.00	109,337.75
3	2	3	Supt. of Electrical Transmission and Distribution	50,000.00	99,337.75
1	1	1	Superintendent of Electric Trouble Operations	27,325.56	77,502.92
27	24	27			
<u>ADMINISTRATIVE SUPPORT</u>					
1	1	1	Chief Clerk	22,050.00	47,550.25
28	27	30	Customer Service Representative	12.15	17.67
4	4	4	Head Storekeeper	17.85	23.06
2	2	2	Legal Secretary	20,800.00	45,916.43
3	3	3	Principal Clerk	14.88	20.10
4	3	3	Senior Clerk	12.47	16.58
5	6	6	Storekeeper	16.66	20.76
47	46	49			
<u>PARA-PROFESSIONALS</u>					
2	1	2	Junior Electric Switchboard Operator	23.96	24.50
2	1	2			
<u>PROFESSIONALS</u>					
2	2	2	Accountant IV	20,800.00	59,419.42
7	6	6	Administrative Manager	27,193.55	101,816.22
3	3	3	Administrative Officer	20,800.00	52,979.99
9	6	6	Assistant Administrator	20,800.00	56,847.22
1	1	1	Assistant Director of Law I (s)	26,250.00	86,093.31
1	1	1	Assistant Manager of Marketing	20,800.00	56,847.22
1	0	1	Associate Engineer	17.83	28.57
7	4	6	Chief Senior Electric Switchboard Operator	22,333.40	80,000.00
8	6	6	Consulting Engineer	36,000.00	94,991.29
1	1	1	Deputy Project Director	20,092.80	62,836.42
1	1	1	Desktop Publishing Specialist	20,231.40	58,115.49
2	3	3	Fiscal Manager	23,647.11	84,588.76

CLEVELAND PUBLIC POWER

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2012	December 2012	Budget 2013		Minimum	Maximum
1	1	1	Personnel Administrator	26,273.96	82,493.55
2	2	2	Personnel Assistant	20,800.00	47,438.80
7	6	7	Project Coordinator	27,325.56	90,294.89
1	1	1	Project Director	22,333.40	80,282.43
1	1	1	Safety Program Manager	30,214.95	89,155.89
2	2	2	Senior Budget and Management Analyst	26,273.96	78,265.22
2	3	3	Senior Systems Analyst	20,800.00	41,170.98
1	1	2	Unit Supervisor	13.29	23.06
0	2	2	Warehouse Inventory Manager	22,333.40	80,282.43
60	53	58			
<u>SKILLED CRAFT</u>					
1	0	0	Apprentice Cable Splicer II	30,742.40	51,767.04
0	1	1	Apprentice Cable Splicer III	34,424.00	51,767.04
4	0	0	Apprentice Cable Splicer IV	30,742.40	51,767.04
0	1	5	Apprentice Lineman	23.99	25.83
4	9	10	Apprentice Lineman II	30,971.20	52,148.93
3	0	0	Apprentice Lineman III	34,798.40	52,148.93
2	2	2	Cement Finisher	35.89	44.86
1	1	1	Cement Finisher Unit Leader	36.46	37.14
1	1	2	Construction Equipment Operator Group A	38.04	47.55
1	1	1	Construction Equipment Operator Group B	37.92	47.40
4	3	3	Electric Transmission and Distribution Inspector	31.78	32.81
11	9	9	Electric Worker	44.23	55.29
1	1	1	Electrical Worker Foreman	44.66	45.48
6	5	5	Heavy Duty Mechanic	15.75	25.37
1	1	1	Heavy Duty Unit Leader	23.85	31.47
2	1	2	Line Clearance Man	24.93	25.47
7	7	7	Line Foreman	33.70	34.25
7	7	7	Lineman Leader	32.32	32.87
7	8	8	Low Tension Lineman	28.15	28.70
1	1	1	Painter	31.22	39.03
23	28	28	Senior Lineman	31.78	32.32
1	1	1	Transformer Repair Foreman	33.70	34.25
9	8	9	Trouble Line Worker	32.85	33.39
97	96	104			
<u>SERVICE & MAINTENANCE</u>					
1	1	1	Cable Foreman	33.70	34.25
1	1	1	Cable Splicer Helper II	12.62	24.24
5	5	5	Custodial Worker	10.00	14.97
1	1	2	Electric Meter Industrial Installer	30.06	30.60
1	1	1	Electric Meter Instrument Specialist and General Tester	30.40	30.94
2	2	2	Electric Meter Service Foreman	33.70	34.25
3	2	3	Electric Meter Service Installer I	28.00	29.09
10	10	8	Electric Meter Service Installer II	26.09	26.64



Department of Public Utilities

CLEVELAND PUBLIC POWER

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2012	December 2012	Budget 2013		Minimum	Maximum
1	1	1	Electric Meterman Apprentice 2nd	14.55	24.52
1	0	0	Electric Meterman Apprentice 3rd	14.55	24.52
1	0	1	Electric Meterman Apprentice 4th	14.55	24.52
2	2	2	Gas Turbine Mechanic	17.90	29.08
1	0	0	Gas Turbine Mechanic Apprentice IV	14.78	24.89
2	2	2	General Construction Foreman	31.70	33.70
9	5	5	Intern Apprentice	10.00	32.32
16	16	17	Line Helper Driver	18.99	24.97
9	3	3	Line Helper Driver I	20.80	23.72
11	15	15	Line Helper Driver II	20.80	23.72
2	2	2	Line Switchman	33.12	33.67
6	4	6	Municipal Service Laborer	15.95	17.95
5	8	8	Senior Cable Splicer	31.78	32.32
2	2	2	Underground Conduit Foreman	33.70	34.25
92	83	87			
<u>TECHNICIANS</u>					
5	3	4	Dispatcher Electric System Operator	29.22	29.77
7	6	6	Meter Reader	15.53	19.27
1	1	1	Meter Reader Supervisor	14.47	23.03
1	1	1	Radio Operator	18.25	20.25
2	2	2	Senior Computer Operator	10.00	27.39
3	3	3	Senior Draftsman	11.69	19.82
19	16	17			
344	319	344	TOTAL FULL TIME		
28	19	10	TOTAL SEASONAL		
372	338	354	TOTAL DIVISION		

UTILITIES FISCAL CONTROL

Frank Badalamenti, Chief Financial Officer

Mission Statement

To provide professional financial management services and protect the fiscal integrity of funds and assets for all divisions of the City of Cleveland, Department of Public Utilities. The CFO's office monitors collections for the Department of Public Utilities to ensure we maximize collection of revenue and the efficient allocation and expending of funds necessary to support each division's operation. To adhere to the practice of generally accepted accounting principles in a manner consistent with the guidelines received by the State of Ohio and the City of Cleveland codified Ordinances.

PROGRAM NAME: ACCOUNTS RECEIVABLE SECTION

OBJECTIVES: Review and audit all customer billing transactions and perform required accounting duties of the operating divisions.

ACTIVITIES: Audit customer refunds; process certified collection receipts; reconcile bank statements and process returned checks due to non-sufficient funds; Perform daily and monthly bank reconciliations. Prepare month end billing activity reports for Water (CWD), Sewer and Cleveland Public Power (CPP).

PROGRAM NAME: ADMINISTRATION

OBJECTIVES: To supervise all financial units of the Department of Public Utilities (including contacts, payables, purchasing, budget, inventory, payroll, capital, etc.) in order to manage financial controls and compliance, ensuring prudent financial management.

ACTIVITIES: Provide timely, accurate, audible reporting of all financial transactions.

PROGRAM NAME: CASH RECEIPTS AND REMITTANCE PROCESSING

OBJECTIVES: To process water, sewer and electricity customer payments and mail deposit receipts in 24 hours.

ACTIVITIES: Process all payments. Account for all activities in the Water and Cleveland Public Power billing systems. Prepare bank deposits and funds for delivery to the City of Cleveland Treasurer. Archive all payment stubs and payment information as required by law and regulations.

PROGRAM NAME: CUSTOMER PAYMENT CENTER

OBJECTIVE: The Customer Payment Center of the Division of Utilities Fiscal Control is responsible for taking customer payments at the Carl B. Stokes Public Utilities Building at 1201 Lakeside Avenue each business day.

ACTIVITIES: Collect all over the counter payments. Balance all cash transactions at the end of each business day. Over the counter payments are uploaded into CWD's Customer Care & Billing system and CPP's Banner billing system each night.



Department of Public Utilities

UTILITIES FISCAL CONTROL

PROGRAM NAME: GENERAL ACCOUNTING SYSTEM

OBJECTIVES: Compile financial reports in the Department of Public Utilities. Comply with all reporting requirements set by the State of Ohio and the Governmental Accounting Standards Board.

ACTIVITIES: Monitor all financial transactions, i.e. bill payments, revenue, expenditures and miscellaneous receipts. Account for all cash and currency as required by City of Cleveland ordinance. Verify that all cash and currency are remitted to the City of Cleveland Treasury. Perform all accounting functions. Prepare financial statements and operational reports for the divisions of Water, Water Pollution Control and Cleveland Public Power.

UTILITIES FISCAL CONTROL

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 1,809,716	\$ 1,844,714	\$ 1,923,153	\$ 2,272,294
Longevity	—	16,300	15,075	16,425
Separation Payments	50,725	4,762	16,353	25,000
Overtime	101,992	154,916	51,588	85,000
	\$ 1,962,433	\$ 2,020,692	\$ 2,006,169	\$ 2,398,719
Benefits				
Hospitalization	\$ 287,036	\$ 280,815	\$ 262,315	\$ 316,077
Flex Save Admin Fees	—	—	420	—
Prescription	60,809	61,719	63,374	73,558
Dental	19,123	20,398	19,619	23,195
Vision Care	2,720	2,688	2,534	2,720
Public Employees Retire System	301,820	282,831	280,113	318,313
Fica-Medicare	22,299	24,383	23,985	29,372
Workers' Compensation	35,066	38,437	33,605	28,570
Life Insurance	1,853	1,796	1,676	1,774
Unemployment Compensation	10,742	976	3,978	—
	\$ 741,467	\$ 714,043	\$ 691,618	\$ 793,579
Other Training & Professional Dues				
Travel	\$ —	\$ —	\$ 805	\$ 3,000
Tuition & Registration Fees	—	99	2,317	4,000
Other Training Supplies	—	—	167	—
Professional Dues & Subscript	1,154	1,807	2,671	2,000
	\$ 1,154	\$ 1,906	\$ 5,960	\$ 9,000
Contractual Services				
Professional Services	\$ 30,000	\$ 1,500	\$ 400	\$ 250,000
Parking In City Facilities	1,100	2,388	1,320	1,350
Other Contractual	—	4,500	4,000	7,500
	\$ 31,100	\$ 8,388	\$ 5,720	\$ 258,850
Materials & Supplies				
Office Supplies	\$ 15,028	\$ 6,128	\$ 5,989	\$ 7,000
Computer Hardware	—	599	—	3,000
Computer Software	—	—	—	2,000
Office Furniture & Equipment	—	—	818	—
Other Supplies	4,929	2,401	1,191	3,000
Just In Time Office Supplies	10,080	9,253	7,119	10,000
	\$ 30,037	\$ 18,382	\$ 15,116	\$ 25,000
Maintenance				
Maintenance Office Equipment	\$ 154	\$ —	\$ —	\$ 5,000
Maintenance Contracts	49,150	3,481	102,075	70,000
	\$ 49,304	\$ 3,481	\$ 102,075	\$ 75,000
Claims, Refunds, Maintenance				
Indirect Cost	\$ 93,781	\$ 84,385	\$ 86,818	\$ 86,265
	\$ 93,781	\$ 84,385	\$ 86,818	\$ 86,265
Interdepart Service Charges				
Charges From Print & Repro	\$ 5,943	\$ 5,808	\$ 9,062	\$ 8,157
	\$ 5,943	\$ 5,808	\$ 9,062	\$ 8,157



UTILITIES FISCAL CONTROL

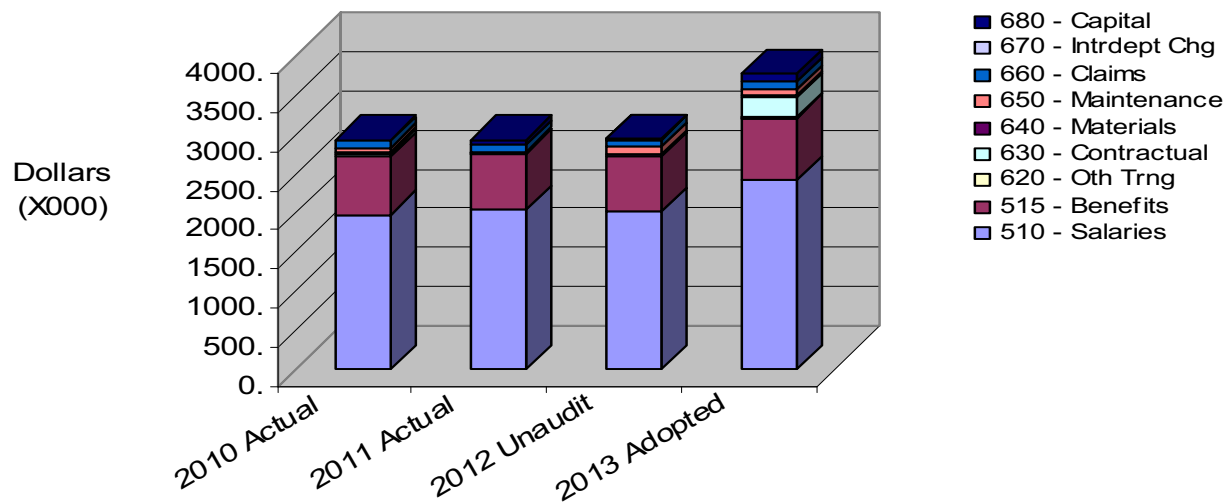
Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Capital Outlay				
Office Equipment	\$ 1,263	\$ —	\$ —	\$ —
Computer Hardware	—	60,607	—	20,000
Other Equipment	—	—	—	85,000
	\$ 1,263	\$ 60,607	\$ —	\$ 105,000
	\$ 2,916,482	\$ 2,917,691	\$ 2,922,539	\$ 3,759,570

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 2,757,245	\$ 2,800,220	\$ 3,070,160	\$ 3,659,903
Miscellaneous	—	1	—	—
Interest Earnings/Investment Income	2,911	994	1,030	1,000
Non Operating Other/Other	—	—	1,554	—
	\$ 2,760,156	\$ 2,801,216	\$ 3,072,744	\$ 3,660,903

Utilities Fiscal Admin Expenditures by Appropriation



UTILITIES FISCAL CONTROL

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
0	1	1	Administrative Bureau Manager	40,314.82	132,061.01
1	1	1	Assistant Director	36,590.39	147,661.45
0	1	1	Budget Administrator	30,214.95	103,869.21
2	1	1	Utilities Comptroller	26,273.96	89,367.64
3	4	4			
<u>ADMINISTRATIVE SUPPORT</u>					
1	1	1	Chief Clerk	22,050.00	47,550.25
1	1	1	Principal Cashier	14.66	23.74
1	1	1	Principal Clerk	14.88	20.10
6	5	5	Senior Cashier	12.57	20.20
1	1	1	Senior Clerk	12.47	16.58
10	9	9			
<u>PROFESSIONALS</u>					
2	2	2	Accountant I	14.39	20.20
2	2	2	Accountant II	14.88	22.17
1	2	2	Accountant III	15.48	24.58
2	1	1	Accountant IV	20,800.00	59,419.42
4	4	4	Accountant Supervisor	23,647.11	72,539.05
0	0	1	Administrative Assistant	21,851.06	73,469.32
0	2	2	Administrative Manager	27,193.55	101,816.22
3	2	1	Assistant Administrator	20,800.00	56,847.22
2	3	3	Auditor	20,092.80	58,837.68
0	0	1	Buyer	20,800.00	48,466.35
1	1	1	Chief Auditor	23,647.11	84,588.76
1	1	0	Project Director	22,333.40	80,282.43
1	0	0	Senior Budget and Management Analyst	26,273.96	78,265.22
3	2	3	Senior Internal Auditor	23,647.11	67,017.93
1	1	0	Senior Personnel Assistant	20,800.00	50,162.59
23	23	23			
<u>TECHNICIANS</u>					
4	4	4	Senior Data Conversion Operator	13.47	18.44
4	4	4			
40	40	40	TOTAL FULL TIME		
40	40	40	TOTAL DIVISION		



Department of Port Control

AIRPORT GENERAL OPERATIONS

Ricky D. Smith, Director

Mission Statement

To manage the City of Cleveland's Airport and Waterfront properties in a safe, secure, efficient, and courteous manner.

The Department of Port Control is responsible for the administration and control of all activities at Cleveland Hopkins International and Burke Lakefront Airports as well as the use of City owned land along Lake Erie and the Cuyahoga River.

Included in this responsibility are the planning, development and maintenance of airfields, terminal complexes and all related facilities. The DPC manages the day-to-day operations at both airports; accepts and supervises the expenditure of grants from the state and federal agencies. It sets and collects landing fees, rentals, concession fees, and other airport related charges. The Department represents the City in negotiations for the airport related contracts. Additionally, the Department is responsible for providing safe, efficient, friendly, and professional service to the traveling public and other airport users.

The primary objectives of the Division of Cleveland Hopkins International and Burke Lakefront Airports will be to maintain the airfields, terminals, and other structures for the safety and comfort of the traveling public and other airport users, while keeping the cost increase at or below the rate of inflation. Planned capital improvements will allow for improved safety and increased capacity of the airfields. Promotional and air service programs will be continued to improve public awareness of airports' functions; environmental programs will be implemented to permit the greatest use of the airfields at the least discomfort to the surrounding residents.

PROGRAM NAME: ADMINISTRATION

OBJECTIVES: To provide administrative support for the divisions of Cleveland Hopkins and Burke Lakefront Airports.

ACTIVITIES: Oversee lease preparation and management, procurement, contract administration, human resources, media relations, and governmental affairs, including both city and federal matters.

PROGRAM NAME: ENGINEERING

OBJECTIVES: To provide oversight of all construction and environmental projects at the Airport.

ACTIVITIES: To manage the rehabilitation and expansion of the airport, including sound insulation. The Engineering Department is responsible for design, construction and inspection of the capital program; managing of environmental permitting, program implementation monitoring, and cleaning efforts.

PROGRAM NAME: FINANCE

OBJECTIVES: To provide financial reporting services at Cleveland Hopkins and Burke Lakefront Airports.

ACTIVITIES: Perform and coordinate all financing functions for the Department of Port Control, including financial statements, budgeting, billing, accounts receivable, accounts payable, auditing, and statistics.

PROGRAM NAME: IT/INVENTORY

OBJECTIVES: To provide IT services and inventory controls.

ACTIVITIES: To manage all aspects of IT services and implement and manage an inventory control system for the Department of Port Control.

AIRPORT GENERAL OPERATIONS

PROGRAM NAME: OPERATIONS

OBJECTIVES: To provide a safe and efficient airfield.

ACTIVITIES: Oversee the daily operations of the Cleveland Hopkins and Burke Lakefront Airports, including airfield operations, maintenance, custodial and ARFF.

PROGRAM NAME: PLANNING

OBJECTIVES: To provide for the future developments of the Airport system.

ACTIVITIES: To manage the strategic direction of the Airport development and identify the infrastructure needed to satisfy customer needs; managing environmental compatibility, and monitoring and implementing applicable federal and state environmental incentives; and managing digital information needs and identify infrastructure needed to maintain effective e-commerce.



Department of Port Control

AIRPORT GENERAL OPERATIONS

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 17,702,534	\$ 18,502,602	\$ 18,894,812	\$ 21,785,955
Crafts	2,971	—	—	—
Seasonal	536,891	573,934	566,334	589,000
Military Leave	5,101	3,129	7,093	—
Part-Time Permanent	225,119	246,156	166,403	255,000
Injury Pay	2,330	5,572	1,058	—
Student Trainees	—	—	—	43,860
Longevity	53,175	144,950	138,950	148,000
Wage Settlements	—	99,190	—	—
Separation Payments	178,450	332,801	179,855	203,024
Overtime	914,953	984,069	984,947	1,000,000
	\$ 19,621,524	\$ 20,892,404	\$ 20,939,452	\$ 24,024,839
Benefits				
Hospitalization	\$ 3,012,595	\$ 2,959,628	\$ 2,849,704	\$ 3,486,292
Flex Save Admin Fees	—	—	840	—
Prescription	665,120	667,429	676,910	792,734
Dental	204,194	218,402	218,090	260,087
Vision Care	21,844	23,150	23,054	25,274
Public Employees Retire System	3,010,652	2,867,351	2,933,323	3,188,229
Fica-Medicare	250,614	274,740	277,583	318,640
Workers' Compensation	859,887	702,120	706,541	569,454
Life Insurance	17,573	17,314	16,893	18,417
Unemployment Compensation	123,948	149,889	147,655	75,000
Clothing Allowance	580	26,324	42,879	39,890
Tool Insurance	6,200	6,200	6,750	7,300
Clothing Maintenance	31,225	52,725	48,550	44,650
	\$ 8,204,431	\$ 7,965,271	\$ 7,948,770	\$ 8,825,967
Other Training & Professional Dues				
Travel	\$ 30,433	\$ 53,212	\$ 62,082	\$ 42,100
Tuition & Registration Fees	74,096	38,711	45,322	26,990
Other Training Supplies	—	—	7,347	107,700
Professional Dues & Subscript	152,525	227,974	266,634	350,460
	\$ 257,055	\$ 319,897	\$ 381,385	\$ 527,250
Utilities				
Brokered Gas Supply	\$ 297,031	\$ 520,958	\$ 304,178	\$ 413,615
Water	353,277	427,592	1,013,327	1,006,136
Gas	451,338	291,377	197,335	217,992
Electricity - Cpp	246,156	243,629	239,515	240,000
Electricity - Other	5,535,073	4,221,668	3,958,848	4,220,000
Security & Monitoring System	769,994	774,990	855,182	—
	\$ 7,652,870	\$ 6,480,213	\$ 6,568,386	\$ 6,097,743

AIRPORT GENERAL OPERATIONS

Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Contractual Services				
Professional Services	\$ 7,094,686	\$ 4,072,621	\$ 5,350,495	\$ 4,552,085
Travel- Non-Training	29,597	42,786	42,498	68,000
Mileage (Private Auto)	—	258	—	—
Waste Disposal	4,091,115	4,044,059	1,359,999	1,219,308
Medical Services	4,813	—	7,047	5,000
Advertising And Public Notice	18,538	5,294	7,129	8,200
Program Promotion	70,863	95,129	51,927	17,000
Parking In City Facilities	3,406	5,029	4,924	300
Insurance And Official Bonds	1,140,652	951,737	1,077,950	1,034,080
Taxes	2,344,049	6,301,765	6,472,359	6,329,772
Equipment Rental	185,598	102,459	252,866	151,500
Other Contractual	460,744	1,130,903	410,517	1,381,938
State Auditor Examination	32,849	31,000	27,100	35,000
Transfer To Other Airport Fnd	6,150,000	6,150,000	7,780,000	—
Bank Service Fees	11,561	9,833	3,356	—
Credit Card Processing Fees	20,938	15,322	32,009	23,000
	\$ 21,659,408	\$ 22,958,194	\$ 22,880,177	\$ 14,825,183
Materials & Supplies				
Office Supplies	\$ 343	\$ 29,577	\$ 46	\$ —
Postage	27,034	16,302	1,940	15,250
Computer Supplies	42,783	—	—	—
Computer Hardware	709,614	176,367	150,616	14,500
Computer Software	48,537	53,938	107,000	50,545
Chemical	2,171,994	2,158,115	1,412,394	332,000
Clothing	164,703	89,031	103,615	154,280
Sweeper Parts	—	—	250	—
Hardware & Small Tools	122,332	67,090	65,487	7,000
Boilers, Heaters & Cool Equip	9,316	5,390	40,266	20,000
Seed, Fertilizer & Herbicide	15,895	10,116	35,888	10,000
Small Equipment	93,603	81,412	118,552	15,000
Office Furniture & Equipment	46,627	14,655	8,657	5,000
Electrical Supplies	—	86,014	—	—
Fence, Posts & Bars	100,000	39,000	101,807	50,000
Hygiene And Cleaning Supplies	403,977	404,754	415,320	380,000
Medical Supplies	43,586	31,905	40,108	34,552
Food	23,687	17,894	20,253	19,100
Photographic Supplies	730	1,075	963	500
Other Supplies	1,087,792	829,325	1,436,518	770,650
Safety Equipment	112,789	4,470	91,213	140,850
Special Events Supplies	621	2,478	894	2,350
Just In Time Office Supplies	92,538	36,222	55,705	55,000
Building Maintenance Supplies	607,227	310,113	239,012	175,000
Cement Sand & Gravel	130,000	280,840	740,544	200,000
Misc Maintenance Supplies	—	—	171,413	—
	\$ 6,055,727	\$ 4,746,082	\$ 5,358,459	\$ 2,451,577



Department of Port Control

AIRPORT GENERAL OPERATIONS

Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Maintenance				
Computer Hardware Maintenance	\$ 12,983	\$ 18,328	\$ —	\$ 71,000
Computer Software Maintenance	75,015	230,142	118,060	281,800
Maintenance Machinery & Tools	1,581,119	1,968,977	1,705,038	1,125,000
Maintenance Fire Apparatus	17,000	30,998	35,468	20,000
Maintenance Vehicles	795,120	927,566	630,265	345,600
Maintenance Utility Systems	8,368	—	—	—
Maintenance Misc. Equipment	2,856,477	2,548,858	2,326,526	723,500
Maintenance Building	—	—	150	—
	\$ 5,346,083	\$ 5,724,868	\$ 4,815,506	\$ 2,566,900
Claims, Refunds, Maintenance				
Judgements, Damages, & Claims	\$ —	\$ —	\$ 181,933	\$ 182,000
Other Refunds & Adjustments	9,121	—	—	—
Indirect Cost	1,341,465	1,353,885	1,438,323	1,444,822
	\$ 1,350,586	\$ 1,353,885	\$ 1,620,256	\$ 1,626,822
Interdepart Service Charges				
Charges From General Fund	\$ 5,950,928	\$ 5,873,768	\$ 5,885,438	\$ 6,400,000
Charges From Telephone Exch	531,947	596,383	565,776	557,000
Charges From Utilities Admin	—	—	1,738	—
Charges From Radio Comm System	120,457	131,728	132,782	73,872
Charges From W.P.C.	200	3,507	74,557	4,660
Charges From Print & Repro	50,129	77,530	77,266	74,080
Charges From Central Storeroom	—	—	4,027	—
Charges From M.V.M.	448,931	689,298	566,633	476,550
Charges From Division Of Maint	116,805	125,792	34,294	35,000
Charges From Waste Collection	92,942	93,030	86,718	90,420
	\$ 7,312,340	\$ 7,591,035	\$ 7,429,226	\$ 7,711,582
Interfund Subsidies				
Transfer to Other SubClasses	\$ —	\$ 743,675	\$ —	\$ —
	\$ —	\$ 743,675	\$ —	\$ —
Capital Outlay				
Transfer To Airports Cap Proj	\$ 4,353,008	\$ 2,589,000	\$ 2,743,735	\$ 1,392,124
	\$ 4,353,008	\$ 2,589,000	\$ 2,743,735	\$ 1,392,124
Debt Service				
Principal	\$ 14,212,917	\$ 14,245,417	\$ 16,285,000	\$ 32,120,000
Interest	36,920,284	35,171,300	35,092,200	37,205,344
	\$ 51,133,201	\$ 49,416,717	\$ 51,377,200	\$ 69,325,344
	\$ 132,946,231	\$ 130,781,242	\$ 132,062,553	\$ 139,375,331

Revenues

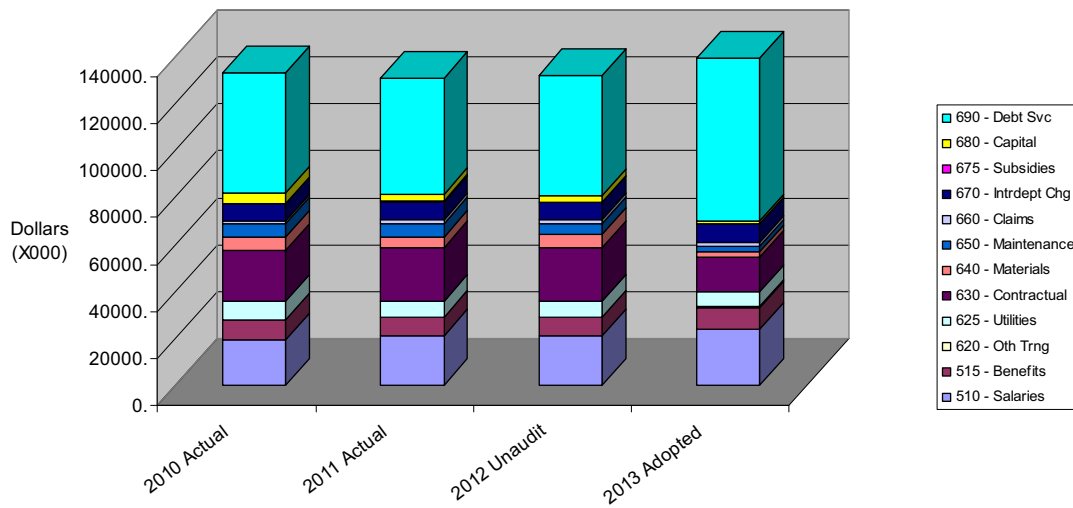
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 99,821,703	\$ 110,620,900	\$ 115,833,369	\$ 110,786,938

AIRPORT GENERAL OPERATIONS

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Grant Revenue	19,267,576	88,413	2,833,095	3,947,500
Miscellaneous	17,395,837	19,534,761	19,138,399	24,918,000
Interest Earnings/Investment Income	608,067	165,422	171,685	170,000
Passenger Facility Charges	954,916	(700,228)	1,435	—
	\$ 138,048,099	\$ 129,709,268	\$ 137,977,983	\$ 139,822,438

CHIA Expenditures by Appropriation





Department of Port Control

AIRPORT GENERAL OPERATIONS

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Administrator of Engineering and Planning	30,214.95	112,526.46
5	5	5	Administration Bureau Manager	40,314.82	132,061.01
2	2	2	Asst. Manager Appl Dev/Technical Support	46,224.91	124,825.82
1	1	1	Commissioner of Burke Airport	40,314.92	121,901.44
1	1	1	Commissioner of Cleve. Hopkins Int. Airport	42,758.15	147,661.45
3	3	3	Deputy Comm. of Cleve. Hopkins Int. Airport	30,214.95	103,869.21
1	1	1	Director of Port Control	100,000.00	229,582.16
1	1	1	Secretary to Directors of Departments	41,312.22	147,661.45
1	1	1	HR Fiscal Administrator	22,333.40	63,607.63
1	1	1	Minority Business Development Administrator	27,325.56	77,502.92
17	17	17			
<u>ADMINISTRATIVE SUPPORT</u>					
1	1	1	Junior Clerk	11.97	14.14
2	2	2	Chief Clerk	22,050.00	47,550.25
1	1	1	Civil Service Examiner II	20,800.00	50,162.59
6	5	6	Principal Clerk	14.88	20.10
2	2	1	Private Secretary	10.00	21.21
1	1	1	Private Secretary to the Director	20,800.00	47,550.25
2	2	2	Head Storekeeper	17.85	23.06
1	1	1	Messenger	10.00	15.24
1	1	0	Secretary	10.00	17.69
2	2	2	Stock Clerk	13.11	18.23
2	2	2	Storekeeper	16.66	20.76
21	20	19			
<u>PROFESSIONALS</u>					
1	1	1	Accountant I	14.39	20.20
1	1	1	Accountant III	15.48	24.58
4	4	4	Accountant IV	20,800.00	59,419.42
18	15	15	Administrative Manager	27,193.55	101,816.22
5	5	5	Administrative Officer	20,800.00	52,979.99
1	0	1	Airport Comptroller	30,214.95	112,526.46
1	1	1	Airport Chief Engineer	30,214.95	112,526.46
6	5	5	Airport Maintenance Manager	26,273.96	89,367.64
4	3	5	Airport Maintenance Superintendent	20,092.80	63,135.10
4	3	4	Airport Maintenance Supervisor	21,019.66	60,839.27
1	1	2	Airport Operations/Security Manager	26,273.96	89,367.64
1	1	1	Airport Planning Envir. Officer	30,214.95	89,155.89
1	1	1	Airport Safety Manager	17.19	22.97
1	1	1	Air Trade Development Manager	30,214.95	103,869.21
4	4	4	Assistant Administrator	20,800.00	56,847.22
1	0	0	Asst. Contract Compliance Officer	20,092.80	56,847.22

AIRPORT GENERAL OPERATIONS

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2012	December 2012	Budget 2013		Minimum	Maximum
2	2	2	Assistant Director of Law I (s)	26,250.00	86,093.31
0	0	1	Auditor	20,092.80	58,837.68
1	1	1	Budget Analyst	20,800.00	53,011.19
1	1	1	Building Stationary Engineer	18.52	19.33
1	1	1	Chief Civil Engineer	23,647.11	84,588.76
1	1	1	Chief Engineering & Construction Inspector	25.39	27.39
1	1	1	Chief Training Officer	26,273.96	70,807.15
5	5	5	Consulting Engineer	36,000.00	94,991.29
0	1	1	Contract Compliance Officer	26,273.96	70,807.15
1	1	1	Deputy Project Director	20,092.80	62,836.42
1	2	2	Fiscal Manager	23,647.11	84,588.76
1	1	1	Labor Relations Officer	27,325.56	77,502.92
1	1	1	Office Manager	20,800.00	49,669.98
2	2	2	Personnel Administrator	26,273.96	82,493.55
22	22	26	Project Coordinator	27,325.56	90,294.89
2	2	2	Project Director	22,333.40	80,282.43
1	1	1	Safety Programs Manager	30,214.95	89,155.89
1	1	1	Senior Personnel Assistant	20,800.00	50,162.59
1	1	3	Super Admin Services-Data	20,092.80	56,847.22
2	2	2	Systems Analyst	20,800.00	61,811.09
1	1	1	Warehouse Inventory Manager	22,333.40	80,282.43
102	96	108			
<u>SKILLED CRAFT</u>					
3	3	3	Carpenter	35.24	44.05
10	10	9	Electrical Worker	44.23	55.29
1	1	1	Electrical Worker Foreman	44.66	45.48
11	8	11	Heavy Duty Mechanic	15.75	25.37
2	0	2	Heavy Duty Unit Leader	23.85	31.47
4	3	3	Painter	31.22	39.03
1	1	1	Painter Foreman	31.87	32.47
2	1	1	Plumber	43.38	54.23
34	27	31			
<u>SERVICE & MAINTENANCE</u>					
12	7	11	Airport Field Foreman	20.19	22.19
60	49	59	Airport Maintenance Man	11.97	18.90
61	54	60	Custodial Worker	10.00	14.97
3	0	0	Custodial Worker Lead	18.72	20.72
7	5	10	Custodial Worker Supervisor	18.72	20.72
1	1	1	Mechanical Handyman	16.62	18.62
1	1	1	Municipal Service Laborer	15.95	17.95
1	1	1	Supt Vehicle Admin Services	20,092.80	70,807.15
6	6	6	Window Washer		
152	124	149			



Department of Port Control

AIRPORT GENERAL OPERATIONS

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>TECHNICIANS</u>					
6	6	1	Airport Information Representative	12.14	16.97
7	6	7	Airport Operations Agent I	17.13	20.98
8	6	8	Airport Operations Agent II	21.52	24.70
3	3	3	Airport Operations Agent III	20,800.00	55,788.47
4	4	4	Airport Operations Superintendent	23,333.40	65,834.36
12	9	12	Airport Safety Supervisor	38,762.61	58,144.74
3	3	3	Airport Security Coordinator	23,333.40	63,607.63
4	3	3	Engineering & Construction Inspector	19.05	21.05
0	0	9	Radio Dispatcher	17.33	20.99
47	40	50			
<u>PROTECTIVE SERVICE</u>					
42	40	42	Airport Safety Man	17.19	22.97
3	3	3	Airport Safety Shift Commander	20,800.00	71,750.00
45	43	45			
418	367	419	TOTAL FULL TIME		
14	7	12	TOTAL PART TIME		
44	40	44	TOTAL SEASONAL		
5	0	7	TOTAL STUDENT TRAINEES		
481	414	482	TOTAL DIVISION		

DIVISION OF HARBORS

Ricky D. Smith, Director

The Department of Port Control monitors leases for the various areas held by the City along the shores of Lake Erie and the Cuyahoga River. The primary objective of the Department's Division of Harbors was to improve the piers and docks under its jurisdiction by initiating a plan for capital expenditures.



Department of Port Control

DIVISION OF HARBORS

Expenditures

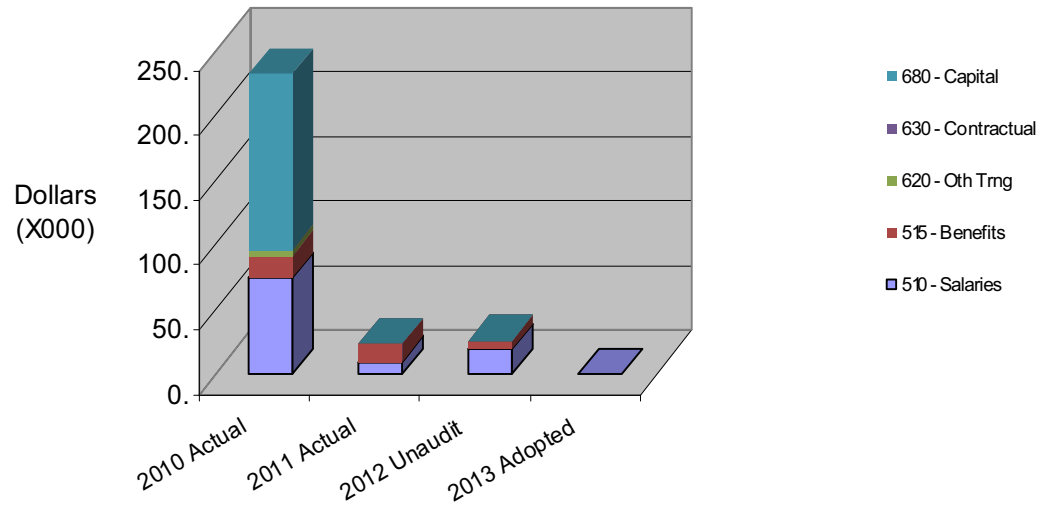
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 75,027	\$ 5,702	\$ 19,418	\$ —
Separation Payments	—	4,593	—	—
	\$ 75,027	\$ 10,295	\$ 19,418	\$ —
Benefits				
Hospitalization	\$ 3,297	\$ 820	\$ 3,216	\$ —
Prescription	1,067	267	—	—
Dental	247	62	192	—
Vision Care	52	13	15	—
Public Employees Retire System	10,521	1,201	2,342	—
Fica-Medicare	1,084	149	275	—
Workers' Compensation	799	1,355	158	—
Life Insurance	45	11	11	—
Unemployment Compensation	—	10,062	774	—
	\$ 17,112	\$ 13,940	\$ 6,982	\$ —
Other Training & Professional Dues				
Travel	\$ 2,257	\$ —	\$ —	\$ —
Tuition & Registration Fees	1,900	—	—	—
Professional Dues & Subscript	375	—	—	—
	\$ 4,532	\$ —	\$ —	\$ —
Contractual Services				
Other Contractual	\$ 1	\$ 1	\$ —	\$ —
	\$ 1	\$ 1	\$ —	\$ —
Capital Outlay				
Transfer To Airports Cap Proj	\$ 136,890	\$ —	\$ —	\$ —
	\$ 136,890	\$ —	\$ —	\$ —
	\$ 233,561	\$ 24,235	\$ 26,400	\$ —

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 475,774	\$ 610,618	\$ 106,628	\$ —
	\$ 475,774	\$ 610,618	\$ 106,628	\$ —

DIVISION OF HARBORS

Harbors Expenditures by Appropriation





Department of Port Control

DIVISION OF HARBORS

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2012	December 2012	Budget 2013		Minimum	Maximum
			PROFESSIONALS		
1	0	0	Project Coordinator	27,325.56	90,294.89
1	0	0	TOTAL FULL TIME		
1	0	0	TOTAL DIVISION		

DIVISION OF PUBLIC SERVICE ADMINISTRATION

Jomarie Wasik, Director

Mission Statement

Maintain quality neighborhood and business districts providing safe, prompt, cost effective, high quality service delivery in the areas of waste collection, street and bridge construction, maintenance and repair, facility management, and fleet management to the citizens, employees, businesses and visitors of the City of Cleveland.

The Department of Public Service directs and controls six (6) Divisions – Architecture, Waste Collection and Disposal, Engineering and Construction, Traffic Engineering, Motor Vehicle Maintenance, and Street Construction Maintenance and Repair.

Activities include public improvement planning and construction of streets and bridges, boulevards, sidewalks, alleys, lanes, and other public roads and highways; operation of moveable bridges and viaducts; the construction of all public buildings; making and preserving of all surveys, maps, plans, drawings and estimates for such public work; maintenance and repair of all streets and bridges including cleaning, snow removal and ice control, crack sealing and maintenance of all streets and boulevards; granting of permits for the use of the public rights of way of the City; maintenance of all traffic control devices, determination and layout of all parking restrictions, design and placement of all traffic markings, traffic signs and traffic control devices; collection and control of all solid waste and recycling; purchase, repair and maintain the City's vehicle fleet.

This Department also coordinates the functions of its Divisions with other Departments and offices of the City, and with Federal, State, County, and neighboring municipal agencies.



Department of Public Service

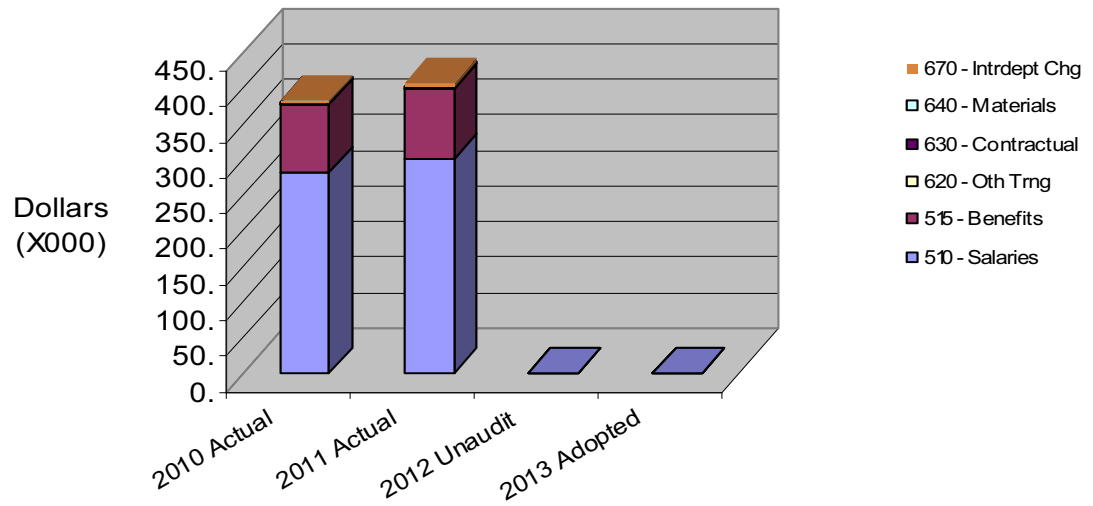
DIVISION OF PUBLIC SERVICE ADMINISTRATION

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 244,593	\$ 263,039	\$ —	\$ —
Part-Time Permanent	36,566	36,468	—	—
Longevity	—	2,050	—	—
	\$ 281,160	\$ 301,556	\$ —	\$ —
Benefits				
Hospitalization	\$ 36,942	\$ 38,927	\$ —	\$ —
Prescription	3,524	3,524	—	—
Dental	2,283	2,486	—	—
Vision Care	207	226	—	—
Public Employees Retire System	44,371	41,667	—	—
Fica-Medicare	4,027	4,290	—	—
Workers' Compensation	3,618	5,080	—	—
Life Insurance	180	180	—	—
	\$ 95,153	\$ 96,380	\$ —	\$ —
Other Training & Professional Dues				
Tuition & Registration Fees	\$ 125	\$ —	\$ —	\$ —
Professional Dues & Subscript	—	100	—	—
	\$ 125	\$ 100	\$ —	\$ —
Contractual Services				
Parking In City Facilities	\$ 1,989	\$ 3,316	\$ —	\$ —
	\$ 1,989	\$ 3,316	\$ —	\$ —
Materials & Supplies				
Just In Time Office Supplies	\$ 468	\$ 558	\$ —	\$ —
	\$ 468	\$ 558	\$ —	\$ —
Interdepart Service Charges				
Charges From Telephone Exch	\$ 3,123	\$ 3,594	\$ —	\$ —
Charges From Radio Comm System	31	329	—	—
Charges From Print & Repro	401	1,170	—	—
Charges From Central Storeroom	159	565	—	—
	\$ 3,714	\$ 5,658	\$ —	\$ —
	\$ 382,609	\$ 407,568	\$ —	\$ —

DIVISION OF PUBLIC SERVICE ADMINISTRATION

Public Service Administration Expenditures by Appropriation





Department of Public Service

DIVISION OF ARCHITECTURE

Robert Vilkas, Chief Architect

Mission Statement

Our mission is to plan and construct, appropriate, energy efficient, and lasting facilities, for the City of Cleveland.

The Division of Architecture designs and prepares preliminary drawings, estimates, detail drawings, and specifications for all buildings under the charge of the Department of Public Service and provides these same services to other Departments of the City, upon written request.

In actual practice, the Division furnishes the various Departments and Divisions with all architectural services required for their building programs. These services include the necessary consultations, preparation of contracts, drawings and specifications, the supervision of construction and the approval of payments to contractors. When private architectural firms or consultants are retained for special projects, the Division of Architecture provides programming, coordinates, and supervises all phases of such projects.

PROGRAM NAME: FACILITY DESIGN AND CONSTRUCTION

OBJECTIVES: To plan the rehabilitation and/or construction of City facilities.

ACTIVITIES: Prepare working drawings. Conduct inspection of projects. Prepare schedule of construction projects.

PROGRAM NAME: PROJECT COORDINATION AND ADMINISTRATION

OBJECTIVES: To ensure the quality and energy efficient construction and design projects by administering contract standards.

ACTIVITIES: Write programs and analyze costs for potential projects. Develop and review proposals to utilize consultants and contractors when required. Inspect project for adherence to contract requirements.

PROGRAM NAME: DEVELOPMENT PLANNING

OBJECTIVES: To develop long range plans for construction projects of City facilities located within the City of Cleveland.

ACTIVITIES: Coordinate construction plans with other City Departments or authorities having jurisdiction.
Prepare physical designs for City-owned facilities.

PROGRAM NAME: FACILITIES MANAGEMENT

OBJECTIVES: To ensure that working conditions for City employees are safe and adequate.

ACTIVITIES: Conduct field observations of City buildings. Prepare evaluation reports on their existing use and physical condition and develop recommendations for long-term maintenance. Create strategies of adoptive reuses and make recommendations, which will maximize potential of City buildings based upon current need and/or future predictions.

PROGRAM NAME: ENERGY EFFICIENCY

OBJECTIVES: Strive to provide energy efficient sustainable City facilities.

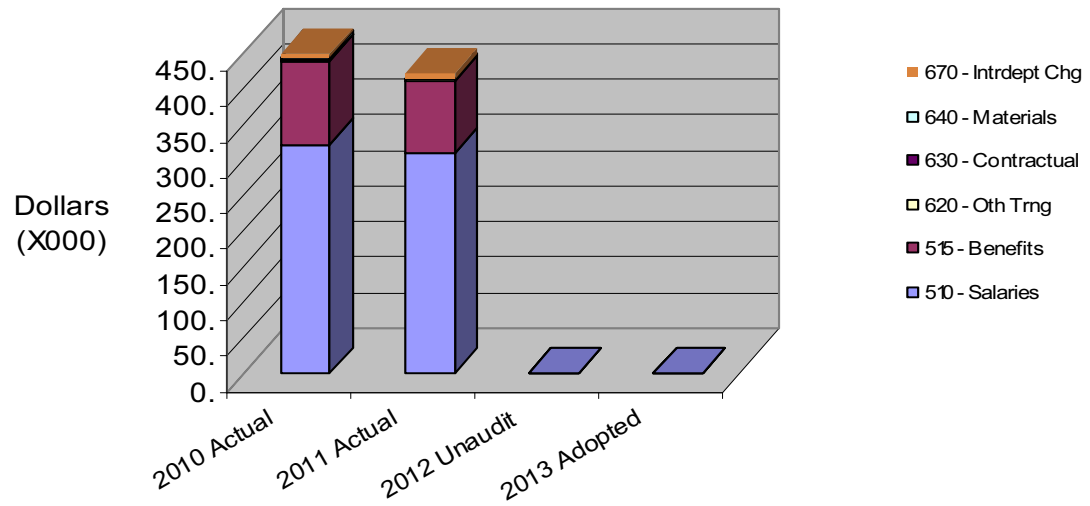
ACTIVITIES: Evaluate building usage and recommend procedures to make the facility energy efficient.

DIVISION OF ARCHITECTURE

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 287,438	\$ 304,659	\$ —	\$ —
Longevity	—	2,425	—	—
Separation Payments	33,378	1,518	—	—
	\$ 320,816	\$ 308,602	\$ —	\$ —
Benefits				
Hospitalization	\$ 37,659	\$ 35,388	\$ —	\$ —
Prescription	10,796	10,128	—	—
Dental	2,874	2,907	—	—
Vision Care	381	388	—	—
Public Employees Retire System	47,287	43,131	—	—
Fica-Medicare	3,728	4,393	—	—
Workers' Compensation	4,399	5,796	—	—
Life Insurance	255	251	—	—
Unemployment Compensation	10,563	—	—	—
	\$ 117,942	\$ 102,382	\$ —	\$ —
Other Training & Professional Dues				
Tuition & Registration Fees	\$ —	\$ 520	\$ —	\$ —
Professional Dues & Subscript	364	—	—	—
	\$ 364	\$ 520	\$ —	\$ —
Contractual Services				
Parking In City Facilities	\$ 30	\$ 87	\$ —	\$ —
	\$ 30	\$ 87	\$ —	\$ —
Materials & Supplies				
Paper And Other Printing Suppl	\$ —	\$ 1,020	\$ —	\$ —
Other Supplies	—	900	—	—
Just In Time Office Supplies	4,889	—	—	—
	\$ 4,889	\$ 1,920	\$ —	\$ —
Interdepart Service Charges				
Charges From Telephone Exch	\$ 868	\$ 1,403	\$ —	\$ —
Charges From Print & Repro	2,346	4,319	—	—
Charges From Central Storeroom	56	598	—	—
Charges From M.V.M.	336	968	—	—
	\$ 3,605	\$ 7,288	\$ —	\$ —
	\$ 447,645	\$ 420,799	\$ —	\$ —

Architecture Expenditures by Appropriation



DIVISION OF ENGINEERING AND CONSTRUCTION

Richard J. Switalski, Administrative Bureau Manager

Mission Statement

To manage the City's public right-of-way in a manner that ensures safe passage of pedestrians and vehicles as they commute to and from their neighborhoods by developing and implementing plans for maintenance and construction of roadways, streets and sidewalks.

The Division of Engineering & Construction is responsible for engineering, surveying, and major construction of streets, bridges, and sidewalks in the City's public right-of-way. This responsibility includes the development, management, and completion of the City's street and bridge capital improvement program. Work by other agencies and private parties in the public right-of-way are also monitored, reviewed, and field inspected.

The Division's Bureau of Sidewalks enforces Section 729.12 of the revised code of the State of Ohio to assure the proper maintenance of all sidewalks in the City's right-of-way. This very active program includes the Sidewalk Assessment Program and the Sidewalk Citation Program.

Surveying responsibilities include the maintenance of lot plats, street addresses, right-of-way description, public points and monuments, and City boundaries. This work includes records management, as well as processing and documenting all changes to Survey/Plat information.

The Division's Bureau of Bridges and Docks maintains and operates the City's six lift bridges spanning the Cuyahoga River. It is also responsible for the full or partial maintenance of 246 bridges and regular structural inspection of 130 City bridges.

PROGRAM NAME: ROAD AND BRIDGE CAPITAL IMPROVEMENT

OBJECTIVE: To improve the safety, performance, life-span and aesthetics of the City's transportation infrastructure through design and construction projects.

ACTIVITY: Inspect infrastructure and make recommendations for Capital Program projects.

Prepare engineering plans, specifications and cost estimates.

Coordinate the selection and award of consulting service and construction contracts.

Manage consultant engineering firms and construction companies under contract with the city.

Ensure design and construction work complies with Federal, State and local standards.

Pursue and coordinate ODOT, County and private capital improvement projects in the City's public right-of-way.

PROGRAM NAME: SURVEY/PLATS

OBJECTIVE: To provide the general public and other City agencies with accurate survey documents and data needed for orderly property development.

ACTIVITY: Maintain records of all survey monuments, plats and subdivisions.

Maintain records for the assignment of street and house numbers.

Verify all elevations, lines and points, with documents and field work.

Replace survey monuments, as needed.



Department of Public Service

DIVISION OF ENGINEERING AND CONSTRUCTION

PROGRAM NAME: BRIDGE MAINTENANCE

OBJECTIVE: To improve the safety, performance and aesthetics of the City's bridges through repair projects.

ACTIVITY: Repair bridges and appurtenances on a priority basis as funds allow.

Provide routine maintenance of bridges, especially the City's six life bridges, on a priority basis as funds allow.

PROGRAM NAME: BRIDGE OPERATION

OBJECTIVE: To provide for the safe and efficient flow of river and vehicular traffic on the Cuyahoga River.

ACTIVITY: Operate the City's six lift bridges over the Cuyahoga River as required.

PROGRAM NAME: SIDEWALKS

OBJECTIVE: To improve the safety, performance, life-span and aesthetics of sidewalks in the City's public right-of-way.

ACTIVITY: Process complaints from the public in a professional and timely manner.

Enforce City code requiring the maintenance of sidewalks by adjacent property owners.

Manage the City's sidewalk construction program using assessments and ward allocation funds.

DIVISION OF ENGINEERING AND CONSTRUCTION

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 2,848,656	\$ 2,907,926	\$ —	\$ —
Part-Time Permanent	25,728	25,614	—	—
Longevity	14,625	26,600	—	—
Wage Settlements	17,541	—	—	—
Separation Payments	19,584	18,168	—	—
Overtime	83,044	125,970	—	—
	\$ 3,009,178	\$ 3,104,279	\$ —	\$ —
Benefits				
Hospitalization	\$ 492,097	\$ 488,326	\$ —	\$ —
Prescription	89,021	87,704	—	—
Dental	32,566	34,391	—	—
Vision Care	3,189	3,374	—	—
Public Employees Retire System	473,298	431,838	—	—
Fica-Medicare	36,769	37,821	—	—
Workers' Compensation	64,054	69,317	—	—
Life Insurance	2,621	2,591	—	—
Unemployment Compensation	8,892	9,400	—	—
Clothing Allowance	620	4,220	—	—
Clothing Maintenance	2,175	3,525	—	—
	\$ 1,205,303	\$ 1,172,508	\$ —	\$ —
Other Training & Professional Dues				
Travel	\$ 660	\$ 1,270	\$ —	\$ —
Tuition & Registration Fees	2,364	1,731	—	—
Professional Dues & Subscript	2,238	7,892	—	—
	\$ 5,262	\$ 10,892	\$ —	\$ —
Utilities				
Electricity - Cpp	\$ 36,945	\$ 39,963	\$ —	\$ —
Electricity - Other	588	2,003	—	—
	\$ 37,533	\$ 41,966	\$ —	\$ —
Contractual Services				
Professional Services	\$ 243,756	\$ 120,925	\$ —	\$ —
Mileage (Private Auto)	1,183	2,144	—	—
Advertising And Public Notice	255	165	—	—
Parking In City Facilities	7,346	13,553	—	—
Other Contractual	768	1,625	—	—
	\$ 253,308	\$ 138,411	\$ —	\$ —
Materials & Supplies				
Office Supplies	\$ 1,700	\$ 1,314	\$ —	\$ —
Postage	—	30	—	—
Computer Supplies	4,190	885	—	—
Small Equipment	100	2,000	—	—
Photographic Supplies	—	382	—	—
Paper And Other Printing Suppl	2,545	1,371	—	—
Bridge Maintenance Supplies	54,649	52,945	—	—
Just In Time Office Supplies	2,519	3,235	—	—
	\$ 65,703	\$ 62,162	\$ —	\$ —



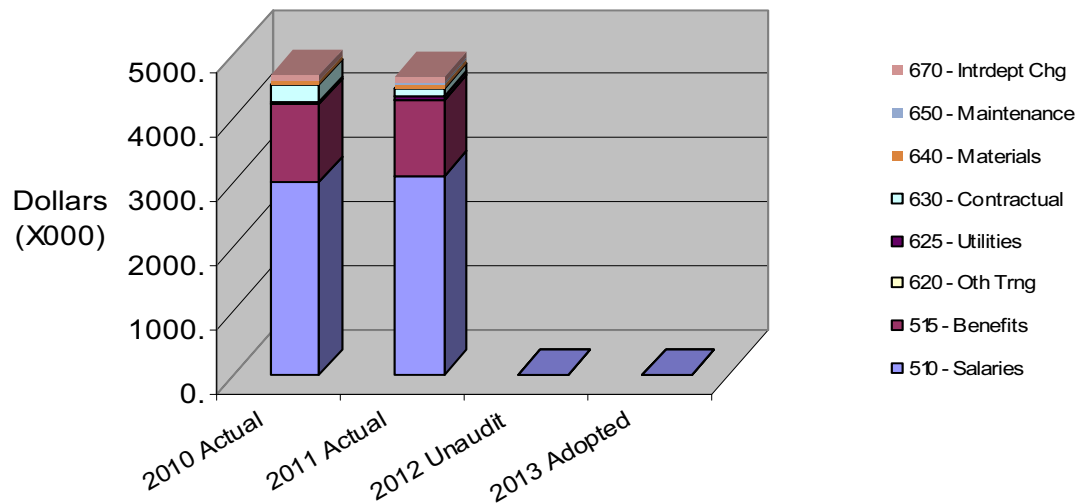
Department of Public Service

DIVISION OF ENGINEERING AND CONSTRUCTION

Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Maintenance				
Maintenance Contracts	\$ 641	\$ 334	\$ —	\$ —
Computer Software Maintenance	18,923	23,878	—	—
	\$ 19,564	\$ 24,212	\$ —	\$ —
Interdepart Service Charges				
Charges From Telephone Exch	\$ 29,840	\$ 25,744	\$ —	\$ —
Charges From Radio Comm System	2,200	2,059	—	—
Charges From Print & Repro	10,028	13,008	—	—
Charges From Central Storeroom	803	1,147	—	—
Charges From M.V.M.	38,056	47,775	—	—
Charges From Waste Collection	792	1,643	—	—
	\$ 81,719	\$ 91,377	\$ —	\$ —
	\$ 4,677,570	\$ 4,645,807	\$ —	\$ —

Engineering & Construction Expenditures by Appropriation



DIVISION OF PUBLIC HEALTH ADMINISTRATION

Karen K. Butler, Director

Mission Statement

To coordinate, direct and supervise the activities of the department.

The Department of Public Health works to ensure the health and well being of Cleveland residents through clinical programs and health education, including the support of primary care services, mental health and substance abuse programs, lead poisoning prevention programs, air pollution monitoring and enforcement, health promotion and other environmental health initiatives.

The Department consists of four cost centers: Administration, and the Divisions of Health, Environment, and Air Quality.. In total, the Department employs approximately 165 employees and will have an operating budget in excess of \$19 million in 2011. Grants and revenue from federal, state, and local sources will support more than \$14 million in programs in 2011.



Department of Public Health

DIVISION OF PUBLIC HEALTH ADMINISTRATION

Expenditures

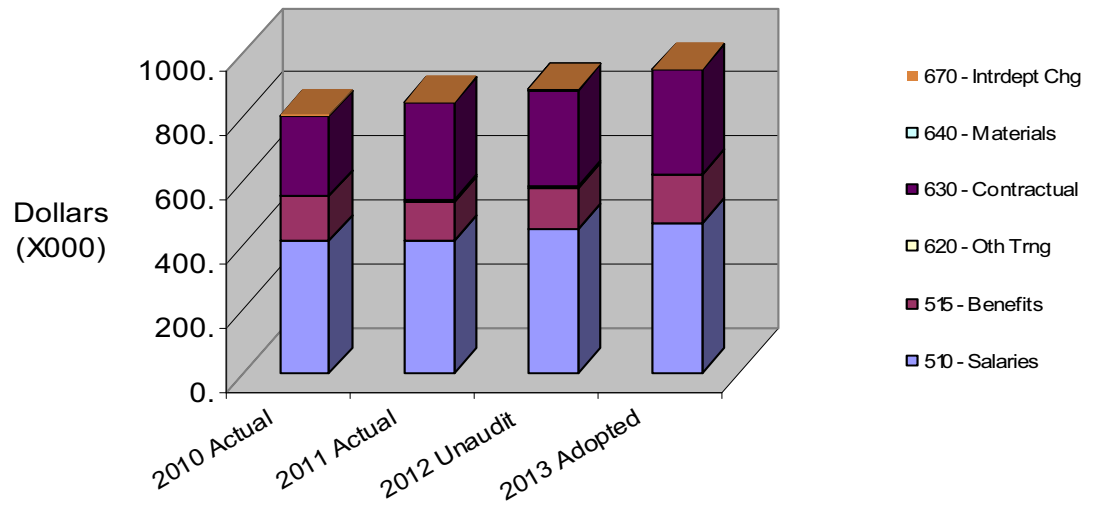
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 410,478	\$ 396,774	\$ 416,437	\$ 464,417
Longevity	—	3,325	3,500	2,700
Separation Payments	—	12,431	28,173	—
	\$ 410,478	\$ 412,530	\$ 448,110	\$ 467,117
Benefits				
Hospitalization	\$ 49,171	\$ 40,665	\$ 41,879	\$ 53,692
Flex Save Admin Fees	—	—	60	—
Prescription	11,810	10,048	10,706	12,840
Dental	3,416	3,167	3,334	4,152
Vision Care	386	393	414	436
Public Employees Retire System	66,177	55,372	59,207	65,396
Fica-Medicare	4,421	4,615	5,064	6,191
Workers' Compensation	4,978	7,523	6,378	6,164
Life Insurance	310	300	301	318
	\$ 140,670	\$ 122,084	\$ 127,343	\$ 149,189
Other Training & Professional Dues				
Travel	\$ —	\$ 430	\$ 843	\$ 200
Tuition & Registration Fees	405	195	330	205
Professional Dues & Subscript	2,053	3,530	3,158	3,850
	\$ 2,458	\$ 4,155	\$ 4,331	\$ 4,255
Contractual Services				
Professional Services	\$ —	\$ —	\$ 1,221	\$ —
Mileage (Private Auto)	1,024	198	155	500
Security Services	22,746	22,746	22,721	22,746
Parking In City Facilities	2,541	3,956	3,149	4,500
Insurance And Official Bonds	100	100	100	100
Property Rental	221,994	276,277	276,278	296,693
	\$ 248,405	\$ 303,277	\$ 303,624	\$ 324,539
Materials & Supplies				
Office Supplies	\$ —	\$ 946	\$ 80	\$ —
Postage	66	—	—	—
Just In Time Office Supplies	1,358	16	788	1,000
	\$ 1,425	\$ 962	\$ 868	\$ 1,000
Interdepart Service Charges				
Charges From Print & Repro	\$ 3,694	\$ 3,972	\$ 2,586	\$ 4,370
	\$ 3,694	\$ 3,972	\$ 2,586	\$ 4,370
	\$ 807,129	\$ 846,980	\$ 886,861	\$ 950,470

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Miscellaneous	\$ 42,012	\$ 79,152	\$ 77,095	\$ 79,373
	\$ 42,012	\$ 79,152	\$ 77,095	\$ 79,373

DIVISION OF PUBLIC HEALTH ADMINISTRATION

Health Administration Expenditures by Appropriation





Department of Public Health

DIVISION OF PUBLIC HEALTH ADMINISTRATION

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Director of Public Health	50,795.81	176,729.77
1	1	1			
<u>ADMINISTRATIVE SUPPORT</u>					
1	0	1	Personnel Administrator	26,273.96	82,493.55
1	0	1	Stock Clerk	13.11	18.23
2	0	2			
<u>PROFESSIONALS</u>					
1	1	1	Chief of Computer Operations	23,647.11	84,588.76
1	1	1	Chief Systems Analyst	27,325.56	97,819.83
1	1	1	Project Director	22,333.40	80,282.43
1	1	1	Sr. Programmer Analyst	23,647.11	69,365.01
4	4	4			
7	5	7	TOTAL FULL TIME		
7	5	7	TOTAL DIVISION		

DIVISION OF HEALTH

Karen K. Butler, Director

Mission Statement

The Division of Health's mission is to maximize the health and well-being of the people of Cleveland by preventing disease and injury, promoting wellness, assuring access to quality healthcare, and health education.

The Division of Health is responsible for a broad array of programs and services designed to promote, maintain and improve the health status of Clevelanders. The objective of the Health Division is to interpret and enforce those sections of the State and City law which pertain to public health and disease control. Specific activities of the Health Division include direct medical services, public health nursing, communicable disease surveillance, sexually transmitted disease control, inspection and licensure of medical facilities, laboratory services, chronic disease prevention and health promotion, mental health and substance abuse prevention and treatment, AIDS education, and HIV testing and counseling and maternal health education and infant mortality reduction.

The Health Division also operates the Bureau of Vital Statistics, which is responsible for the issuance of all birth and death certificates and for keeping, collecting and maintaining those statistics which reflect the general health status of Cleveland.

Grant funding supplements General Fund monies and enables the Health Division to provide a wide range of health services throughout the community. These services include immunization activities and infant mortality reduction. The MomsFirst program (formerly known as Healthy Family/Healthy Start) funds a community-wide consortium of providers to reduce the infant mortality rates in Cleveland.

PROGRAM NAME: COMMUNICABLE DISEASE UNIT

OBJECTIVES: To oversee all communicable disease and public health infrastructure activities, including bioterrorism and pandemic flu preparedness, for the City of Cleveland.

ACTIVITIES: Participate in county-wide disease reporting system. Conduct communicable disease investigation, including surveillance and outbreak investigations. Improve training for health department staff on communicable diseases and investigations. Improve infrastructure, including information technology capabilities, in order to more efficiently handle outbreak investigations.

PROGRAM NAME: HEALTH ADMINISTRATION

OBJECTIVES: To provide administrative and operational support in the planning, directing and evaluation of all Division of Health components and activities to ensure that all resources are utilized to the benefit of the Citizens of Cleveland.

ACTIVITIES: Manage general fund and grant budgets, personnel management and administration. Supervise and evaluate Division of Health programs and activities at the City's health centers. Coordinate with other agencies and departments on public health issues, initiatives and enforcement actions.



DIVISION OF HEALTH

PROGRAM NAME: HIV/AIDS PREVENTION

OBJECTIVES: To provide regional leadership, planning and advocacy on HIV/AIDS issues; monitor and fund HIV/AIDS programs; provide resource development assistance; and serve as a model in the provision of direct HIV/AIDS services to specific underserved populations.

ACTIVITIES: Disseminate epidemiological reports and other related information on affected communities. Raise public awareness through media, community planning and meetings. Provide advocacy to ensure sufficient funding provided to the region. Provide assistance to agencies in continuous development of programs. Serve on all funding advisory groups. Obtain additional resources for care and services for HIV prevention. Network with other social service agencies to expand efforts. Establish models of service delivery.

PROGRAM NAME: MENTAL HEALTH AND SUBSTANCE ABUSE TREATMENT SERVICES

OBJECTIVES: To offer help and guidance to those citizens suffering from mental health or drug dependency problems, and to support initiatives that address substance abuse prevention and mental health promotion.

ACTIVITIES: Provide counseling and prevention activities for adults, youth, individuals, families and groups in the area of alcoholism and drug abuse. Promote initiatives that address mental health and well being.

PROGRAM NAME: MOMSFIRST

OBJECTIVES: To reduce racial disparities in maternal/child health, provide interconceptional care, and address parental depression within the City of Cleveland.

ACTIVITIES: Provide outreach and case finding, case management, health education, and interconceptional care activities through home visits to ensure early and continuous prenatal care for participants.

PROGRAM NAME: NEIGHBORHOOD HEALTH CENTERS - MILES-BROADWAY, J. GLEN SMITH, THOMAS MCCAFFERTY

OBJECTIVES: To provide the public with personal health care programs within their own neighborhoods.

ACTIVITIES: Immunize children to reduce the incidence of preventable childhood diseases. Provide education and treatment programs to identify and decrease the incidence of sexually transmitted diseases. Provide laboratory testing medical treatment and direct referral of both adult and child patients. Provide HIV/AIDS prevention activities, testing, supportive services and case management. Provide public health nursing services.

PROGRAM NAME: NURSING UNIT

OBJECTIVES: To provide services that protect and promote the health of people who live and work in Cleveland.

ACTIVITIES: Provide Immunizations, flu vaccinations, and assistance with screening of sexually transmitted diseases. Conduct day care inspections, telephone triage, and maternity unit inspections. Assist with pediatric and adult medicine clinics, genetic screening follow-up, and community screening and preventive health services

PROGRAM NAME: STD CLINICS

OBJECTIVES: To reduce the incidence of sexually transmitted diseases (STDs) in Cleveland and surrounding areas.

ACTIVITIES: Provide medical and laboratory services for diagnosis and treatment in two STD clinics. Conduct STD surveillance and provide outbreak response. Affect community and individual behavior change through education. Provide testing, treatment, counseling and education toward STD prevention.

DIVISION OF HEALTH

PROGRAM NAME: VITAL STATISTICS

OBJECTIVES: To maintain an accurate record of all births occurring in Cleveland and for anyone born in Ohio and keep those statistics which reflect upon the general health status of the City. Death certificates are registered for all but 6 municipalities.

ACTIVITIES: Register birth and death certificates for Cleveland and all but 6 municipalities. Distribute, for a fee, records of births, death and stillbirths. Provide indigent burial services.



Department of Public Health

DIVISION OF HEALTH

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 1,231,773	\$ 1,161,939	\$ 1,208,807	\$ 1,336,170
Seasonal	—	562	—	—
Longevity	1,150	12,150	11,825	13,350
Separation Payments	54,501	25,775	14,021	—
Overtime	13,988	2,334	102	—
	\$ 1,301,412	\$ 1,202,760	\$ 1,234,755	\$ 1,349,520
Benefits				
Hospitalization	\$ 212,986	\$ 199,764	\$ 203,619	\$ 233,939
Flex Save Admin Fees	—	—	60	—
Prescription	39,535	37,358	42,214	43,918
Dental	14,250	14,093	14,212	15,587
Vision Care	1,984	1,897	1,951	2,025
Public Employees Retire System	202,059	164,978	171,265	189,462
Fica-Medicare	13,775	13,602	14,615	16,504
Workers' Compensation	16,573	27,663	22,466	21,280
Life Insurance	1,321	1,181	1,223	1,305
Unemployment Compensation	6,460	17,003	11,260	—
Clothing Allowance	1,590	2,390	2,520	2,120
Clothing Maintenance	—	300	150	150
	\$ 510,533	\$ 480,228	\$ 485,555	\$ 526,290
Other Training & Professional Dues				
Travel	\$ —	\$ 1,206	\$ 322	\$ 350
Professional Dues & Subscript	280	1,294	55	—
	\$ 280	\$ 2,500	\$ 377	\$ 350
Utilities				
Brokered Gas Supply	\$ 29,777	\$ 24,073	\$ 13,337	\$ 17,513
Gas	26,852	31,285	20,132	23,000
Electricity - Cpp	247,628	233,371	179,272	219,669
Electricity - Other	3,313	3,581	52,905	3,300
Security & Monitoring System	2,444	—	1,632	—
	\$ 310,013	\$ 292,309	\$ 267,277	\$ 263,482
Contractual Services				
Professional Services	\$ 373,170	\$ 42,360	\$ 602,759	\$ 323,100
Mileage (Private Auto)	1,765	1,590	4,123	2,300
Security Services	11,373	11,374	22,746	11,374
Freight Expense	—	40	368	—
Parking In City Facilities	1,027	1,795	1,503	1,350
Property Rental	188,247	204,007	204,007	215,588
Other Contractual	57,221	32,356	31,382	77,559
Indigent Relief	65,272	55,445	65,604	83,534
	\$ 698,075	\$ 348,967	\$ 932,493	\$ 714,805

DIVISION OF HEALTH

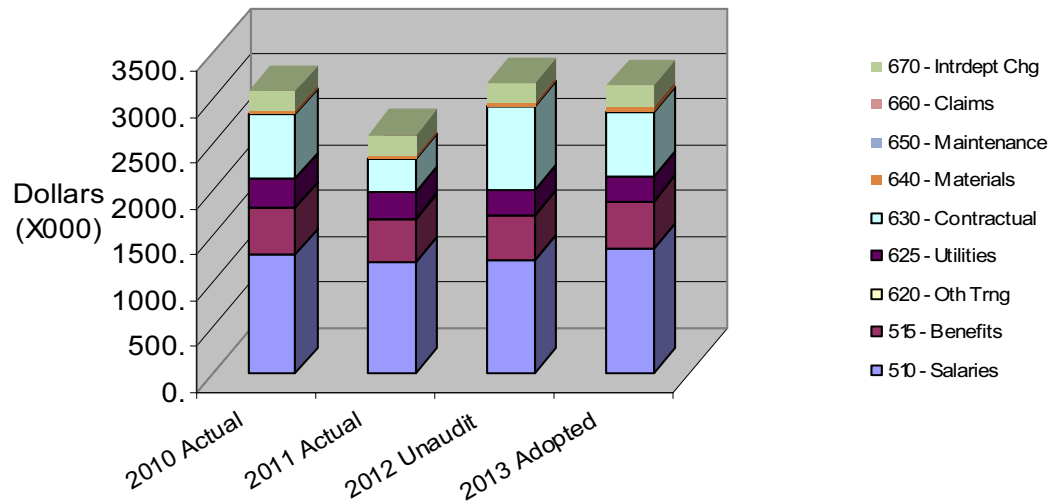
Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Materials & Supplies				
Office Supplies	\$ 964	\$ 5,682	\$ 15,869	\$ 500
Postage	309	697	41	200
Computer Hardware	—	—	2,007	—
Medical Supplies	23,085	6,473	2,376	18,000
Laboratory Supplies	12,499	10,694	4,723	14,400
Other Supplies	4,236	—	3,787	4,000
Pharmaceutical Supplies	3,895	23,769	6,010	12,000
Just In Time Office Supplies	10,163	792	7,027	3,000
	\$ 55,151	\$ 48,107	\$ 41,840	\$ 52,100
Maintenance				
Maintenance Contracts	\$ 1,500	\$ —	\$ —	\$ 1,500
Maintenance Misc. Equipment	—	53	—	—
Maintenance Building	—	—	300	—
	\$ 1,500	\$ 53	\$ 300	\$ 1,500
Claims, Refunds, Maintenance				
Judgements, Damages, & Claims	\$ —	\$ 300	\$ —	\$ —
	\$ —	\$ 300	\$ —	\$ —
Interdepart Service Charges				
Charges From Telephone Exch	\$ 138,112	\$ 148,313	\$ 121,315	\$ 133,445
Charges From Print & Repro	30,911	41,005	45,546	61,105
Charges From Central Storeroom	8,856	7,584	7,537	8,100
Charges From M.V.M.	17,888	23,166	28,281	23,785
Charges From Waste Collection	7,337	7,130	7,314	—
	\$ 203,104	\$ 227,197	\$ 209,992	\$ 226,435
	\$ 3,080,067	\$ 2,602,421	\$ 3,172,588	\$ 3,134,482

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 1,448,335	\$ 1,389,307	\$ 1,365,625	\$ 1,421,752
Miscellaneous	108,918	139,494	92,252	95,000
	\$ 1,557,253	\$ 1,528,801	\$ 1,457,878	\$ 1,516,752

Division of Health Expenditures by Appropriation



DIVISION OF HEALTH

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATIVE SUPPORT</u>					
5	5	5	Junior Clerk	11.97	14.14
2	2	2	Principal Clerk	14.88	20.10
1	1	1	Private Secretary	10.00	21.21
3	3	3	Senior Clerk	12.47	16.58
11	11	11			
<u>PARA-PROFESSIONALS</u>					
1	1	1	Community Health Aide	10.00	16.37
1	1	1			
<u>PROFESSIONALS</u>					
1	1	0	Administrative Officer	20,800.00	52,979.99
1	1	1	Assistant Administrator	20,800.00	56,847.22
1	1	1	Chief of Laboratories	23,647.11	80,353.75
1	1	1	Computer Operator	10.00	23.32
1	1	1	Director Of Public Hlth Nursg	26,273.96	82,493.55
0	0	1	Grant Aministrator	22,333.40	75,175.89
1	1	1	Health Center Director	22,333.40	75,175.89
2	2	2	Project Coordinator	27,325.56	90,294.89
4	3	4	Public Health Nurse III	39,098.75	53,512.74
1	1	1	Senior Budget & Management Analyst	26,273.96	78,265.22
1	1	1	Supervisor Of Vital Statistics	20,800.00	55,788.47
14	13	14			
<u>SERVICE & MAINTENANCE</u>					
1	1	1	Mechanical Handyman	16.62	18.62
1	1	1			
<u>TECHNICIANS</u>					
2	2	2	Clinical Laboratory Technician II	16.86	23.74
2	2	2			
29	28	29	TOTAL FULL TIME		
29	28	29	TOTAL DIVISION		



Department of Public Health

DIVISION OF ENVIRONMENT

Pamela Cross, Commissioner

Mission Statement

To promote and protect the health of all persons who reside in or visit the City of Cleveland.

The Division of Environmental Health includes two(2) Bureaus, which administer some 17 environmental program activities, most of which are mandated by City codes or State of Ohio statutes. The Bureau of Environmental Health Services' objective is to provide programmatic activities (inspections, surveillance and investigations) at a sufficient level to protect the health of the public as it relates to the programs charged to the Bureau through existing codes. Duties of the Bureau consist of food safety inspections and training, nuisance complaint investigations, rodent and vector control activities, school environment inspections, solid and infectious waste inspections and the approval of various license applications as imposed by City and State codes, and allied duties which may be imposed by ordinance or statute.

The Bureau of Lead Safe Living-Healthy Homes' objective is to reduce the incidence of lead poisoning in children and early identification and action to reduce blood lead levels in children diagnosed with lead poisoning. The Bureau's activities include screening children ages 1-5 for blood lead levels through direct outreach and cooperation with health care providers; operating a laboratory to analyze blood lead samples; providing medical monitoring and follow-up of lead poisoned children; inspecting residences of lead poisoned children.

PROGRAM NAME: ENVIRONMENT ADMINISTRATION

OBJECTIVES: To provide administrative and operational support in the planning, directing, and evaluation of all Division of Environment components to ensure that all resources are utilized to the benefit of City of Cleveland residents.

ACTIVITIES: Management of General Fund and Grant Budgets. Facilitate daily field activity of all staff. Collect applicable performance data. Management of operations and maintenance of City Personnel Policies and Procedures. Participation in citizen events relating to environmental health issues.

PROGRAM NAME: ENVIRONMENTAL HEALTH SERVICES

OBJECTIVES: To ensure sanitary conditions in all neighborhoods and to reduce the potential of vector-borne, rodent-borne and food-borne illness.

ACTIVITIES: The following are the many activities that are undertaken by our dedicated staff to ensure environmentally healthy neighborhoods:

- ♦ Conduct food service operation and food establishment inspections.
- ♦ Inspect premises for rodent infestation and provide necessary treatment.
- ♦ Approve and issue licenses as mandated by law.
- ♦ Inspect schools, jails, hotels/motels, public laundries, swimming pools, marinas, manufactured home parks and barbershops.
- ♦ Conduct inspections of solid and infectious waste facilities.
- ♦ Larvicide catch basins and standing water to control vector borne diseases.
- ♦ Investigate environmental health nuisances reported by the public.
- ♦ Follow up on code violations to ensure they are corrected.
- ♦ Prosecute health code cases.
- ♦ Enforce the Ohio Environmental Protection Agency regulations pertaining to solid waste and infectious management.

DIVISION OF ENVIRONMENT

PROGRAM NAME: LEAD SAFE LIVING-HEALTHY HOMES

OBJECTIVES: To reduce the incidence of lead poisoning in children and to identify early, and reduce the blood levels in, children diagnosed with lead poisoning.

ACTIVITIES: Analyze blood samples in clinical laboratory medical services. Provide and monitor medical follow-up to lead poisoned children. Inspect residences of lead-poisoned children to identify and reduce lead hazards. Provide preventive education and information. Abate lead hazards in homes of low-income families.



Department of Public Health

DIVISION OF ENVIRONMENT

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 602,182	\$ 536,505	\$ 511,316	\$ 586,165
Longevity	—	5,725	6,050	6,050
Separation Payments	27,785	1,113	—	—
Overtime	1,802	830	4,994	—
	\$ 631,769	\$ 544,173	\$ 522,360	\$ 592,215
Benefits				
Hospitalization	\$ 120,546	\$ 106,114	\$ 92,661	\$ 111,101
Flex Save Admin Fees	—	—	60	—
Prescription	16,145	13,564	13,576	16,622
Dental	7,490	6,890	6,483	7,712
Vision Care	1,103	946	841	907
Public Employees Retire System	107,493	76,312	73,137	82,910
Fica-Medicare	6,586	6,247	5,045	6,204
Workers' Compensation	14,443	21,838	13,966	10,896
Life Insurance	647	555	481	543
Unemployment Compensation	—	3,096	24,429	—
	\$ 274,452	\$ 235,561	\$ 230,678	\$ 236,895
Other Training & Professional Dues				
Tuition & Registration Fees	\$ —	\$ 95	\$ 810	\$ 405
Professional Dues & Subscript	—	35	—	405
	\$ —	\$ 130	\$ 810	\$ 810
Utilities				
Electricity - Cpp	\$ (394)	\$ —	\$ —	\$ —
	\$ (394)	\$ —	\$ —	\$ —
Contractual Services				
Professional Services	\$ —	\$ —	\$ 46	\$ —
Mileage (Private Auto)	1,390	39	—	1,215
Security Services	20,000	28,469	30,495	30,500
Freight Expense	—	—	25	—
Participation Fee	—	75	—	—
Parking In City Facilities	4,141	8,870	3,106	1,980
Property Rental	62,014	67,210	66,247	129,062
Other Contractual	1,795	—	140	—
	\$ 89,340	\$ 104,663	\$ 100,059	\$ 162,757
Materials & Supplies				
Office Supplies	\$ —	\$ —	\$ 2,641	\$ —
Purchase Of Tests	—	72	—	—
Chemical	4,884	—	5,792	6,500
Other Supplies	900	—	—	—
Just In Time Office Supplies	2,205	—	—	1,500
	\$ 7,989	\$ 72	\$ 8,433	\$ 8,000
Maintenance				
Computer Software Maintenance	\$ 1,750	\$ 1,170	\$ 1,575	\$ 1,375
Car Washes	—	156	—	200
	\$ 1,750	\$ 1,326	\$ 1,575	\$ 1,575

DIVISION OF ENVIRONMENT

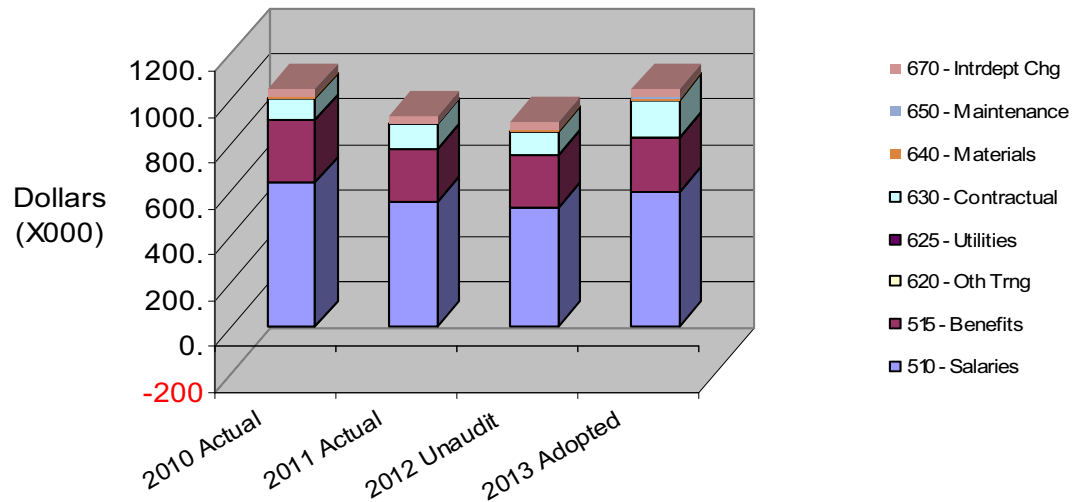
Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Interdepart Service Charges				
Charges From Telephone Exch	\$ 7,359	\$ 7,472	\$ 7,348	\$ 7,901
Charges From Print & Repro	9,940	6,696	4,972	7,366
Charges From Central Storeroom	6,354	7,520	9,743	7,520
Charges From M.V.M.	9,777	11,670	13,994	11,769
	\$ 33,431	\$ 33,357	\$ 36,057	\$ 34,556
	\$ 1,038,337	\$ 919,282	\$ 899,973	\$ 1,036,808

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ —	\$ 500	\$ —	\$ —
Licenses & Permits	10,283	12,700	15,560	16,220
Miscellaneous	404	976	3,024	—
	\$ 10,687	\$ 14,176	\$ 18,584	\$ 16,220

Environment Expenditures by Appropriation





Department of Public Health

DIVISION OF ENVIRONMENT

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Commissioner of Environment	42,758.15	137,860.74
1	1	1			
<u>ADMINISTRATIVE SUPPORT</u>					
0	1	1	Assistant Administrator	20,800.00	56,847.22
1	0	0	Office Manager	20,800.00	49,669.98
1	1	1	Private Secretary	10.00	21.21
2	2	2			
<u>PROFESSIONALS</u>					
1	0	1	Dist Supv Environmental Hlth	20,092.80	60,707.77
1	0	1			
<u>TECHNICIAN</u>					
2	2	2	Public Health Sanitarian I	15.48	21.89
4	4	4	Public Health Sanitarian II	17.38	23.60
1	1	1	Public Health Sanitarian III	15.49	24.77
1	1	1	Public Health Sanitarian IV	18.77	30.44
8	8	8			
12	11	12	TOTAL FULL TIME		
12	11	12	TOTAL DIVISION		

DIVISION OF AIR QUALITY

George Baker, Commissioner

Mission Statement

To ensure that emissions of regulated air pollutants from industrial sources in Cleveland and Cuyahoga County are in compliance with Federal, State, and Local regulations and to monitor ambient air quality within the Greater Cleveland area to meet Federal Clean Air standards each day of the year.

The division of Air Quality serves as Ohio EPA's Delegated Agent for air pollution control for all of Cuyahoga County. The objective of the Division is to bring all industrial and commercial sources of air pollution into compliance with the City Air Pollution Code and Ohio Air Pollution regulations. This will result in lower levels of air pollution and continue progress in meeting Federal Clean Air Standards. The Division of Air Quality is composed of three sections that work together to achieve the objective of meeting Federal Clean Air standards. The Field Monitoring Section measures air pollution levels at more than 21 sites in Cuyahoga County for six National Ambient Air Criteria Pollutants. These measurements determine the overall air quality in the city and county. The Engineering Section operates the permit system, which requires all industrial sources of air pollution to register and obtain permits. The permit system identifies sources and establishes limits on the amount of emissions released into the atmosphere. The Enforcement Section maintains surveillance on pollution sources and responds to complaints from the public about a variety of air pollution issues.



Department of Public Health

DIVISION OF AIR QUALITY

Expenditures

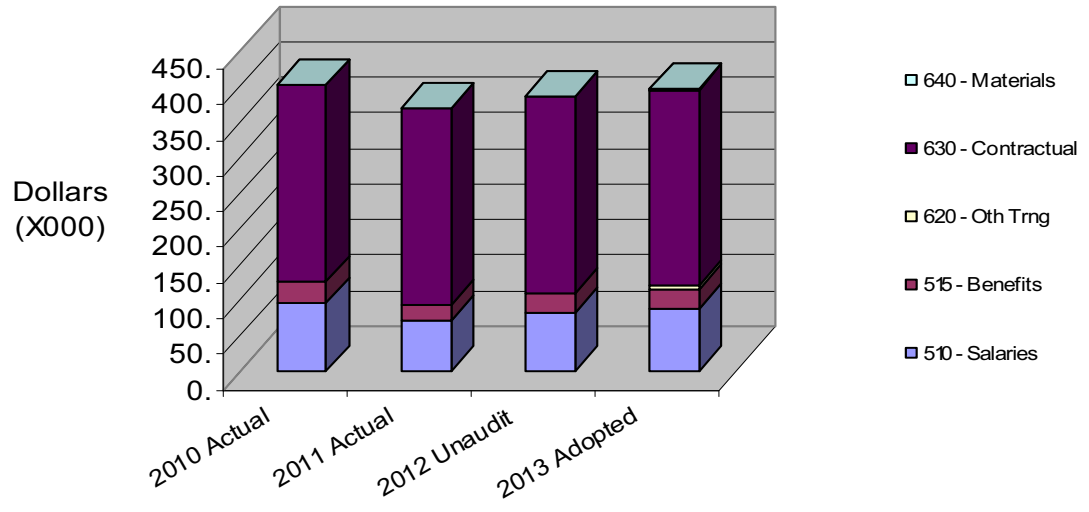
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 81,249	\$ 70,769	\$ 81,661	\$ 85,572
Longevity	—	300	475	475
Separation Payments	12,697	—	—	—
	\$ 93,946	\$ 71,069	\$ 82,136	\$ 86,047
Benefits				
Hospitalization	\$ 9,402	\$ 6,687	\$ 9,216	\$ 9,983
Prescription	1,476	1,843	2,576	2,636
Dental	317	570	770	816
Vision Care	1,660	44	59	59
Public Employees Retire System	13,324	9,519	11,486	11,980
Fica-Medicare	1,353	1,016	1,173	1,248
Workers' Compensation	3,121	453	1,089	1,364
Life Insurance	49	34	45	45
	\$ 30,703	\$ 20,164	\$ 26,414	\$ 28,131
Other Training & Professional Dues				
Travel	\$ —	\$ —	\$ —	\$ 1,800
Professional Dues & Subscript	1,198	1,196	1,094	2,700
	\$ 1,198	\$ 1,196	\$ 1,094	\$ 4,500
Contractual Services				
Advertising And Public Notice	\$ 680	\$ 695	\$ 695	\$ —
Local Match-Grant Programs	276,100	276,100	275,405	276,100
	\$ 276,780	\$ 276,795	\$ 276,100	\$ 276,100
Materials & Supplies				
Just In Time Office Supplies	\$ —	\$ —	\$ —	\$ 500
	\$ —	\$ —	\$ —	\$ 500
	\$ 402,626	\$ 369,224	\$ 385,744	\$ 395,278

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 173,546	\$ 168,151	\$ 166,853	\$ 155,000
Miscellaneous	—	1,050	(1,050)	—
	\$ 173,546	\$ 169,201	\$ 165,803	\$ 155,000

DIVISION OF AIR QUALITY

Air Quality Expenditures by Appropriation





Department of Public Health

DIVISION OF AIR QUALITY

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2012	December 2012	Budget 2013		Minimum	Maximum
			<u>ADMINISTRATORS & OFFICIALS</u>		
1	1	1	Commissioner of Air Quality	42,758.15	137,860.74
1	1	1	TOTAL FULL TIME		
1	1	1	TOTAL DIVISION		

PUBLIC SAFETY ADMINISTRATION

Martin Flask, Director

Mission Statement

To provide executive oversight of all activities of the Department of Public Safety including the development of policy, coordination of resources, organizing, budgeting, and the development and implementation of staffing plans for the Divisions of the Department; act as a liaison between the divisions and Cleveland City Council; and, ensure fiscal responsibility for the Department.

In addition to the Divisions of Police, Fire, Emergency Medical Service, Animal Control Services and Corrections, Public Safety Administration oversees the activities of the following Sections: General Administration, Medical Unit, Office of Information Technology, Office of Emergency Management, Office of Professional Standards and the Police Review Board.

General Administration is responsible for the management of each Division within the Department of Public Safety and for each Section within Public Safety Administration. Among its responsibilities are policy and system development, planning, personnel administration, collection and analysis of data for all Safety divisions, responding to various requests for public records, and maintaining fiscal control. This office also acts as a liaison between the various divisions within the Department of Public Safety and City Council.

The Medical Unit is responsible for meeting the medical needs of Public Safety employees.

The Office of Information Technology provides support for all Public Safety technology projects, and manages the Department's IT network and telecommunications system. The Office of Emergency Management oversees efforts to prevent, plan for, protect against, respond to and recover from major events such as natural disasters or terrorist attacks.

The Office of Professional Standards is responsible for investigating complaints made against members of the Department of Public Safety by citizens and recommends disposition. The Police Review Board is responsible for reviewing the completed investigations of each citizen complaint alleging police misconduct, incidents involving the use of deadly force and situations involving in-custody injury or death.

PROGRAM NAME: GENERAL ADMINISTRATION

OBJECTIVES: To develop and implement policy necessary to sustain Department operations.

ACTIVITIES: Manage operating divisions within the department; research and develop policy issues; maintain fiscal control; and, coordinate personnel administration.

PROGRAM NAME: MEDICAL UNIT

OBJECTIVES: To provide medical care to employees.

ACTIVITIES: Examine, treat, and ensure appropriate medical care is provided to Safety employees.

PROGRAM NAME: OFFICE OF INFORMATION TECHNOLOGY

OBJECTIVES: To maintain and provide technical support for all Public Safety IT needs and projects such as the 9-1-1 Computer Aided Dispatch System (CAD), the Police Records Management System (RMS), all radio telecommunications, and all mobile and security-related infrastructure and equipment.

ACTIVITIES: Maintaining and providing technical and logistical support for all technology needs of the Department of Public Safety; serving as Project Sponsor and Project Manager for new technology projects such as the wireless video surveillance camera system and the Automated License Plate Reader System (ALPR).



Department of Public Safety

PUBLIC SAFETY ADMINISTRATION

PROGRAM NAME: OFFICE OF EMERGENCY MANAGEMENT

OBJECTIVES: To assist first responders, City employees and the general public in preventing, planning for, protecting against, responding to and recovering from disasters and major events, natural or otherwise.

ACTIVITIES: Maintaining and staffing the City's Emergency Operations Center, developing the City's disaster response plans and annexes, coordinating Incident Management training programs for employees and others, and coordinating and training various Community Emergency Response Teams (CERT).

PROGRAM NAME: OFFICE OF PROFESSIONAL STANDARDS

OBJECTIVES: To investigate citizen complaints against Cleveland Division of Police personnel in a complete, fair, and impartial manner.

ACTIVITIES: Present the completed investigations to the Civilian Police Review Board (CPRB) for hearing and disposition.

PROGRAM NAME: POLICE REVIEW BOARD

OBJECTIVES: To review the completed investigations of each citizen complaint alleging police misconduct, use of deadly force incidents and situations involving in-custody injury or death. To conduct hearings concerning various incidents. To recommend disciplinary dispositions for the Chief of Police and Director of Public Safety.

ACTIVITIES: Determine if the incidents have been properly investigated. Recommend discipline for rule violations when appropriate.

PUBLIC SAFETY ADMINISTRATION

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 1,500,630	\$ 1,475,441	\$ 1,593,240	\$ 2,120,262
Board Members	42,577	43,861	48,394	48,098
Longevity	—	13,975	13,050	12,050
Separation Payments	—	100,146	68,012	50,000
Overtime	26,875	19,688	24,638	25,000
	\$ 1,570,082	\$ 1,653,110	\$ 1,747,334	\$ 2,255,410
Benefits				
Hospitalization	\$ 184,733	\$ 167,878	\$ 184,316	\$ 289,270
Flex Save Admin Fees	—	—	120	—
Prescription	44,350	41,341	47,380	70,156
Dental	13,991	13,854	15,255	22,823
Vision Care	1,635	1,611	1,528	2,005
Public Employees Retire System	249,448	218,284	233,609	307,065
Fica-Medicare	15,949	16,473	20,764	26,726
Workers' Compensation	139,204	42,284	26,468	24,619
Life Insurance	1,234	1,155	1,165	1,506
Clothing Allowance	1,060	1,060	1,060	860
	\$ 651,604	\$ 503,939	\$ 531,665	\$ 745,030
Other Training & Professional Dues				
Travel	\$ 998	\$ 178	\$ —	\$ 1,700
Tuition & Registration Fees	390	295	50	1,142
Professional Dues & Subscript	—	176	—	—
	\$ 1,388	\$ 649	\$ 50	\$ 2,842
Contractual Services				
Professional Services	\$ 9,677	\$ 1,677	\$ 998	\$ 8,000
Mileage (Private Auto)	—	—	—	100
Medical Services	—	—	832	—
Parking In City Facilities	7,213	12,065	2,816	8,000
Property Rental	—	—	175,000	175,000
Other Contractual	15,814	21,248	21,943	15,000
	\$ 32,704	\$ 34,989	\$ 201,588	\$ 206,100
Materials & Supplies				
Office Supplies	\$ 982	\$ 1,063	\$ 407	\$ 700
Postage	21	201	—	300
Computer Hardware	—	337	138	—
Computer Software	—	—	—	400
Small Equipment	—	308	—	—
Medical Supplies	2,475	5,769	150	15,000
Other Supplies	—	136	338	—
Safety Equipment	—	—	35,988	—
Just In Time Office Supplies	5,928	453	2,868	5,500
	\$ 9,407	\$ 8,268	\$ 39,890	\$ 21,900



Department of Public Safety

PUBLIC SAFETY ADMINISTRATION

Expenditures (Continued)

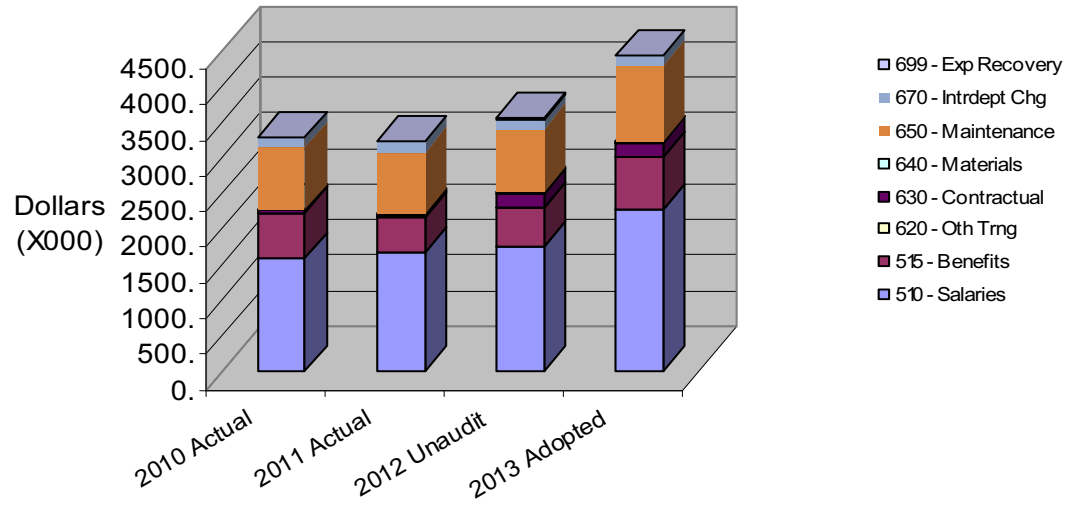
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Maintenance				
Maintenance Office Equipment	\$ —	\$ 95	\$ 228	\$ —
Maintenance Contracts	753,529	865,944	717,187	—
Computer Hardware Maintenance	71,031	—	101,682	998,314
Computer Software Maintenance	—	—	38,062	—
Maintenance Building	55,998	5,000	23,259	55,652
	\$ 880,559	\$ 871,039	\$ 880,418	\$ 1,053,966
Interdepart Service Charges				
Charges From Telephone Exch	\$ 103,000	\$ 110,680	\$ 94,923	\$ 105,752
Charges From Radio Comm System	705	1,828	2,979	3,154
Charges From Print & Repro	27,651	23,886	31,257	29,951
Charges From Central Storeroom	3,766	4,982	2,184	3,728
	\$ 135,123	\$ 141,377	\$ 131,343	\$ 142,585
Expenditure Recovery				
Expenditure Recovery	\$ —	\$ —	\$ 21,613	\$ —
	\$ —	\$ —	\$ 21,613	\$ —
	\$ 3,280,866	\$ 3,213,371	\$ 3,553,902	\$ 4,427,833

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 29,410	\$ 17,340	\$ 11,730	\$ 13,185
Fines, Forfeitures & Settlements	700	1,100	1,700	—
Grant Revenue	60	—	—	—
Licenses & Permits	—	100	—	—
Miscellaneous	14,402	133,897	51,957	5,000
	\$ 44,572	\$ 152,437	\$ 65,387	\$ 18,185

PUBLIC SAFETY ADMINISTRATION

Safety Administration Expenditures by Appropriation





Department of Public Safety

PUBLIC SAFETY ADMINISTRATION

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Director of Public Safety	50,795.81	176,729.77
1	1	1	Office of Professional Standards Administrator	26,273.96	70,807.15
1	1	1	Secretary to the Director	36,590.39	142,340.94
1	1	1	Supervisor Of Computer Operations	30,214.95	89,155.89
4	4	4			
<u>ADMINISTRATIVE SUPPORT</u>					
1	1	1	Principal Clerk	14.88	20.10
1	1	1	Private Secretary	10.00	21.21
1	0	0	Private Secretary to the Director	20,800.00	47,550.25
1	1	1	Senior Clerk	12.47	16.58
4	3	3			
<u>PROFESSIONALS</u>					
0	1	1	Accountant III	15.48	24.58
2	2	2	Administrative Manager	27,193.55	101,816.22
2	1	2	Assistant Administrator	20,800.00	56,847.22
2	1	1	Budget Analyst	20,800.00	53,011.19
1	1	1	Executive Commission Public Safety Project - Grants	36,590.39	142,340.94
1	1	1	Executive Commissioner of Public Safety - Operations	36,590.39	142,340.94
1	1	1	Fiscal Manager	23,647.11	84,588.76
2	3	4	Network Analyst II	30,214.00	90,259.22
2	2	2	Office of Professional Standards Investigator	20,092.80	55,191.48
1	1	1	Personnel Adminstrator	26,273.96	82,493.55
0	1	2	Project Coordinator	27,325.56	90,294.89
2	1	2	Project Director	22,333.40	80,282.43
2	2	2	Public Health Nurse III	39,098.75	53,512.74
1	0	1	Senior Personnel Assistant	20,800.00	50,162.59
1	1	1	Surgeon of Police	43,107.75	82,687.47
20	19	24			
<u>TECHNICIAN</u>					
3	2	2	Computer Operator	10.00	23.32
1	1	1	PC Technician	25,000.00	49,669.98
1	0	1	Senior Programmer Analyst	23,647.11	69,365.01
5	3	4			
33	29	35			
TOTAL FULL TIME					
<u>BOARD MEMBERS</u>					
1	1	1	Police Review Board Chair	7,300.00	7,300.00
6	6	6	Police Review Board Member	6,800.00	6,800.00
7	7	7			
TOTAL BOARD MEMBERS					
40	36	42			
TOTAL DIVISION					

DIVISION OF POLICE

Michael McGrath, Chief

Mission Statement

To protect the life and property of all citizens against criminal activity and to create an environment of stability and security within the community.

The highest priority of the Division of Police is providing basic police services to the community. The Division is organized into four main functional programs in order to deliver these services in the most efficient and cost effective manner possible.

Administrative Operations provides the necessary support services that enable Field Operations, Homeland Security, and Special Operations to function as effectively as possible. Administrative Operations provides warrant, subpoena, and property processing; radio and telephone communications; management of information and human resources. Additional functions include the reporting and recording of crimes and incidents and the continued development of the Division through planning and training of all personnel.

Field Operations provides response to citizen calls for assistance through uniformed patrol activities in five districts and interacts through the community via DARE programs, Community Relations, and the Auxiliary Police. The District support sections assist uniformed patrol efforts through the investigation of major offenses, concentrated enforcement action on specific complaints and crime pattern analysis. The Bureau of Traffic provides crowd control and traffic control at major events and investigates serious traffic accidents. Quality of life issues are addressed by the Community Services Unit.

Special Operations is composed of two main sections which provide a variety of investigative and technical, services to the Division and the community. Investigations are completed by detective bureaus that specialize in specific crimes such as auto theft, fraud, homicides, sex crimes, and youth crimes. Support units such as Special Weapons and Tactics (SWAT) handle volatile situations where specialized training is required. Technical Support provide forensic and crime scene analysis as well as photo lab services.

Homeland prevents, responds, and investigates terror activities in our City and the Greater Cleveland area by securing our airports, analyzing crime data for future preventive crime/terrorist trends. Homeland coordinates and shares law enforcement intelligence with local, state, and federal law enforcement agencies.

PROGRAM NAME: ADMINISTRATIVE OPERATIONS

OBJECTIVES: Provide all necessary support activities for the Field Operations, Homeland Security, and Special Operations.

ACTIVITIES: Establish operating policies and procedures for the Division of Police. Prepare and manage the operating and capital budgets for the Division of Police. Recruit, hire and train both uniform and civilian employees. Record and maintain payroll and personnel records. Collect and record all criminal incident reports. Handle open record requests. Operate and maintain radio and telephone communications. Oversee the storage of recovered, confiscated, and forfeited property and vehicles.



PROGRAM NAME: FIELD OPERATIONS

OBJECTIVES: To provide protection against loss of life, bodily injury, and property loss, and to empower the community and Divisional personnel in their combined efforts to reduce crime and the fear of crime with an emphasis on joint planning, evaluation and operations. To reduce traffic accidents in the community and provide safer conditions for motorists, pedestrians, and citizens using public streets within The City of Cleveland.

ACTIVITIES: Investigate all major offenses against persons and property. Provide Patrol and Community Based Policing activities. Participate with citizens on Community Relations Committees, the Auxiliary Police Program, crime prevention fairs, Night Out Against Crime, the Task Force on Violent Crime and similar projects in response to community needs. Develop close working relationships with residents by interacting while on patrol and attending community functions.

Provide neighborhood patrols to areas that could benefit from close on-going interaction between the Police and the community. Participate in Community Services program which aggressively investigates and focuses on deterring crimes that occur on the streets in highly populated, distressed neighborhoods. Conduct DARE programs, Child Accident Prevention Programs, Crime Watch Training, and other programs in response to the needs of the community. Alleviate traffic congestion, restore normal traffic flow, and provide traffic and crowd control at special events. Respond to scenes of traffic accidents and prepare traffic reports.

PROGRAM NAME: HOMELAND SECURITY

OBJECTIVES: To target the perpetrators of criminal activity which include threats and criminal actions against the security of our City.

ACTIVITIES: Establish homeland security initiatives within The City of Cleveland and the greater Cleveland area. Prevent, respond, and investigate terrorist activities in our City and the Greater Cleveland area. Provide security and patrols of Cleveland Hopkins Airport, City Hall, and the borders of the City. Analyze and report crime trends in the City and surrounding area. Assist outside agencies with protective details of dignitaries.

PROGRAM NAME: SPECIAL OPERATIONS

OBJECTIVES: To target the perpetrators of specific crimes such as auto thefts, financial crimes, homicides, sexual assaults, and drug trafficking for arrest and prosecution.

ACTIVITIES: Aggressively investigate crimes that occur in the City of Cleveland. Conduct enforcement activities against specific crimes within a target neighborhood using decoy, surveillance or search operations based upon crime analysis and trends.

Maintain contact with and enlist the assistance of community leaders and residents to identify those responsible for neighborhood criminal activity. Perform crisis intervention; handle hostage negotiations and other highly dangerous and volatile situations where specialized training or equipment is required. Provide support to district operations in improving the quality of life in neighborhoods through the enforcement of drug laws and by suppressing juvenile crime. Detect offenders through crime processing and the use of the Automated Fingerprint Identification System (AFIS) and the use of weapons through the National Integrated Ballistic Imaging Network (NIBIN).

DIVISION OF POLICE

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 8,445,954	\$ 8,276,286	\$ 8,437,023	\$ 9,734,752
Military Leave	17,187	35,673	131,365	—
Part-Time Permanent	141,586	214,833	173,213	239,217
Student Trainees	—	419,043	196,959	784,949
School Guards	1,511,650	1,369,769	1,397,342	1,500,231
Uniformed Personnel	89,473,779	85,544,280	85,970,936	91,627,136
Uniformed Overtime	9,448,134	9,812,068	10,750,459	10,750,500
Longevity	867,525	917,775	910,950	922,225
Wage Settlements	1,467,245	1,323,324	1,294,861	—
Separation Payments	3,887,831	5,419,431	4,793,780	4,700,000
Overtime	1,119,868	1,083,849	1,401,406	1,343,749
Deferred Overtime Payments	408,575	435,372	433,601	435,000
	\$ 116,789,334	\$ 114,851,702	\$ 115,891,893	\$ 122,037,759
Benefits				
Hospitalization	\$ 14,602,175	\$ 13,848,838	\$ 14,002,080	\$ 15,363,362
Flex Save Admin Fees	—	—	1,140	—
Prescription	3,139,550	3,069,580	3,177,445	3,277,092
Dental	993,624	1,042,514	1,052,706	1,143,361
Vision Care	94,624	98,389	98,990	103,356
Public Employees Retire System	1,853,024	1,568,788	1,606,259	1,794,213
Police & Firemens Disab & Pens	19,391,038	18,965,520	19,404,590	20,369,502
Fica-Medicare	1,320,395	1,333,806	1,393,294	1,542,681
Workers' Compensation	5,564,058	4,875,172	4,117,499	4,130,220
Life Insurance	81,623	77,659	76,674	80,076
Unemployment Compensation	229,456	423,885	167,985	55,000
Clothing Allowance	486,801	531,895	471,445	497,300
Clothing Maintenance	920,946	1,039,150	999,550	996,425
	\$ 48,677,314	\$ 46,875,195	\$ 46,569,657	\$ 49,352,588
Other Training & Professional Dues				
Travel	\$ —	\$ —	\$ 242	\$ —
Mileage (Priv Auto) Trng Prps	—	156	—	—
Professional Dues & Subscript	6,468	4,666	5,104	6,000
	\$ 6,468	\$ 4,821	\$ 5,346	\$ 6,000
Utilities				
Brokered Gas Supply	\$ 83,962	\$ 94,389	\$ 50,948	\$ 56,043
Water	—	—	110	—
Gas	53,374	76,848	39,436	43,399
Electricity - Cpp	915,923	981,935	855,767	868,903
Electricity - Other	111,146	79,538	74,548	74,838
Steam	565,495	574,109	542,608	540,180
	\$ 1,729,900	\$ 1,806,819	\$ 1,563,418	\$ 1,583,363



Department of Public Safety

DIVISION OF POLICE

Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Contractual Services				
Professional Services	\$ 152,499	\$ 89,702	\$ 104,698	\$ 150,000
Referee Services	5,058	12,105	10,560	20,000
Travel- Non-Training	—	—	56	—
Mileage (Private Auto)	59,039	32,911	9,312	30,000
Medical Services	—	—	8,886	10,000
Freight Expense	—	—	53	—
Advertising And Public Notice	6,940	5,220	5,166	6,000
Parking In City Facilities	78,692	117,220	83,364	120,000
Insurance And Official Bonds	963	863	863	900
Property Rental	20,478	15,245	12,787	20,480
Towing	—	125	—	—
Equipment Rental	—	181	—	—
Other Contractual	239,388	45,398	117,520	100,000
Local Match-Grant Programs	—	—	82,130	—
	\$ 563,057	\$ 318,968	\$ 435,394	\$ 457,380
Materials & Supplies				
Office Supplies	\$ —	\$ 18,860	\$ —	\$ —
Postage	594	—	37	500
Computer Supplies	—	1,375	—	—
Computer Hardware	—	7,491	702	—
Computer Software	—	—	1,205	—
Clothing	25,794	72,560	10,482	40,000
Hardware & Small Tools	—	—	100	—
Small Equipment	36,498	28,688	71,552	99,000
Ammunition	7,200	133,247	13,540	137,100
Hygiene And Cleaning Supplies	1,137	635	395	1,500
Lumber, Glass, And Drywall	605	—	607	1,500
Laboratory Supplies	36,515	27,835	41,128	40,000
Photographic Supplies	49,926	7,440	14,866	25,000
Printed Materials	26,278	5,250	9,745	9,000
Other Supplies	119,687	92,230	129,770	117,000
Safety Equipment	—	153	345	—
Batteries	—	—	—	1,500
Just In Time Office Supplies	67,661	3,745	53,619	65,000
Misc Maintenance Supplies	1,681	1,590	6,330	4,000
	\$ 373,575	\$ 401,100	\$ 354,421	\$ 541,100
Maintenance				
Maintenance Office Equipment	\$ —	\$ —	\$ 8,899	\$ 3,500
Maintenance Contracts	174,993	85,352	130,396	221,403
Maintenance Machinery & Tools	—	6,000	—	—
Vehicle Maintenance By Contrct	—	—	20	—
Car Washes	21,648	53,289	3,772	50,000
Maintenance Misc. Equipment	20,847	10,680	27,997	15,000
	\$ 217,488	\$ 155,321	\$ 171,083	\$ 289,903

DIVISION OF POLICE

Expenditures (Continued)

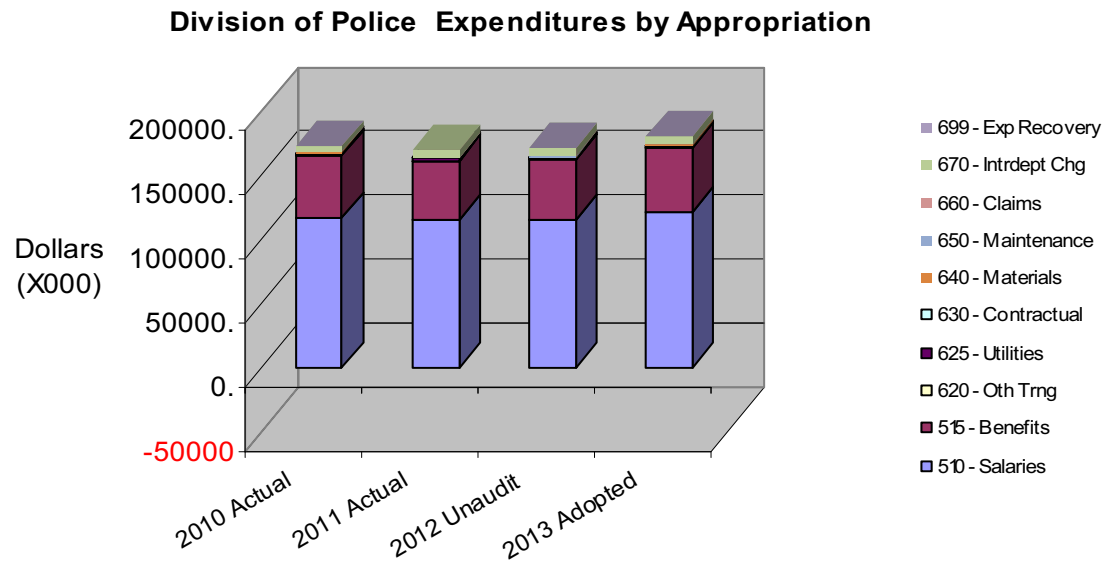
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Claims, Refunds, Maintenance				
Judgements, Damages, & Claims	\$ 7,722	\$ 5,385	\$ 6,976	\$ 10,000
Police Chief Expense Fund	250,000	250,000	157,000	250,000
	\$ 257,722	\$ 255,385	\$ 163,976	\$ 260,000
Interdepart Service Charges				
Charges From Telephone Exch	\$ 869,139	\$ 1,374,731	\$ 1,427,779	\$ 1,428,960
Charges From Radio Comm System	602,209	815,434	1,316,333	1,354,521
Charges From W.P.C.	—	3,319	769	—
Charges From Print & Repro	318,588	286,767	402,226	375,871
Charges From Central Storeroom	61,242	65,651	56,603	67,139
Charges From M.V.M.	2,636,153	3,392,068	3,547,952	2,983,901
	\$ 4,487,330	\$ 5,937,969	\$ 6,751,663	\$ 6,210,392
Expenditure Recovery				
Expenditure Recovery	\$ —	\$ (13,154)	\$ 68,428	\$ —
	\$ —	\$ (13,154)	\$ 68,428	\$ —
	\$ 173,102,188	\$ 170,594,125	\$ 171,975,278	\$ 180,738,485

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 745,567	\$ 842,285	\$ 683,925	\$ 496,500
Fines, Forfeitures & Settlements	8,265	20,921	8,985	—
Grant Revenue	2,562,960	3,934,224	5,460,617	2,360,637
Licenses & Permits	8,582	633	—	—
Miscellaneous	7,539,917	6,885,103	7,269,762	6,851,000
Sale Of City Assets	19,665	—	—	—
	\$ 10,884,956	\$ 11,683,166	\$ 13,423,289	\$ 9,708,137



DIVISION OF POLICE



DIVISION OF POLICE

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Chief of Police	69,682.20	170,753.40
14	15	15	Captain Of Police	86,191.98	86,691.98
11	11	11	Commander of Police	100,062.71	100,562.71
1	1	1	Commissioner of Traffic Control	100,062.71	100,562.71
4	4	4	Deputy Chief of Police	63,966.00	143,856.62
61	54	54	Lieutenant Of Police	74,234.47	74,734.47
190	190	199	Sergeant Of Police	63,926.27	64,426.27
282	276	285			
<u>ADMINISTRATIVE SUPPORT</u>					
3	4	4	Chief Clerk	22,050.00	47,550.25
6	6	6	Junior Clerk	11.97	14.14
1	1	1	Messenger	10.00	15.24
3	2	2	Principal Clerk	14.88	20.10
3	3	3	Private Secretary	10.00	21.21
4	4	4	Secretary	10.00	17.69
1	0	0	Stenographer III	10.00	18.43
1	1	1	Stock Clerk	13.11	18.23
3	2	2	Telephone Operator	10.00	16.97
7	6	6	Typist	12.02	15.39
32	29	29			
<u>PARA-PROFESSIONALS</u>					
1	1	1	Docket Clerk	20,800.00	36,325.25
1	1	1			
<u>PROFESSIONALS</u>					
1	1	1	Accountant II	14.88	22.17
1	1	1	Accountant III	15.48	24.58
1	1	1	Administrative Manager	27,193.55	101,816.22
3	2	3	Administrative Officer	20,800.00	52,979.99
2	2	2	Communication Specialist - Bilingual	22,882.82	38,854.66
0	1	1	Photographer	10.00	22.17
1	3	3	Project Coordinator	27,325.56	90,294.89
1	1	1	Project Director	22,333.40	80,282.43
1	1	1	Systems Analyst	20,800.00	61,811.09
11	13	14			
<u>PROTECTIVE SERVICES</u>					
1,157	1,110	1,111	Patrol Officer I	53,922.22	55,539.89
25	41	41	Patrol Officer II	48,815.46	50,279.92
35	8	17	Patrol Officer III	47,116.49	48,529.98
0	35	60	Patrol Officer IV	45,904.64	47,281.78



Department of Public Safety

DIVISION OF POLICE

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2012	December 2012	Budget 2013		Minimum	Maximum
3	4	4	Police Safety Aide	20,800.00	30,287.99
0	46	132	Police Trainee*	10.50	10.50
18	21	26	Traffic Controller	10.00	15.40
1,238	1,219	1,259			
<u>SERVICE & MAINTENANCE</u>					
2	1	1	Hostler	10.00	15.50
2	1	1			
<u>TECHNICIANS</u>					
5	5	5	Chief Radio Dispatcher	39,788.00	48,846.62
3	2	2	Computer Operator	10.00	23.32
1	1	1	Data Conversion Operator	12.02	15.39
3	2	3	Data Conversion Supervisor	11.92	20.47
4	4	4	Fingerprint Examiner	22,000.00	45,338.25
1	1	1	Photographic Laboratory Tech	10.00	19.29
87	82	87	Police Radio Dispatcher	22,885.90	42,544.60
3	3	3	Safety Telephone Operator	21,266.04	33,480.03
5	5	6	Scientific Examiner	25,000.00	60,014.43
58	48	58	Senior Data Conversion Operator	13.47	18.44
170	153	170			
1,736	1,692	1,759	TOTAL FULL TIME		
<u>PART TIME</u>					
0	1	1	Hostler	10.00	15.50
1	0	0	Project Coordinator	27,325.56	90,294.89
355	338	355	School Crossing Guard	20.50	28.71
2	1	1	Scientific Examiner	25,000.00	60,014.43
14	13	14	Traffic Controller	10.00	15.40
372	353	371	TOTAL PART TIME		
2,108	2,045	2,130	TOTAL DIVISION		

* Denotes amount not included in Total Headcount

DIVISION OF FIRE

Daryl W. McGinnis, Chief

Mission Statement

To serve the City of Cleveland with the highest degree of quality and professionalism through a proactive commitment to prevent and mitigate emergency situations where life and property are at risk.

The Cleveland Division of Fire is responsible for providing fire suppression, fire code enforcement, fire safety education, technical rescue operations, hazardous material regulation and response, and basic and advanced lifesupport pre-hospital care and transportation in support of the Division of Emergency Medical Service (EMS), for the City of Cleveland through a coordinated system of response assets located strategically throughout the community. The Division supports the response system by conducting administrative operations, communications, and training of it's employees to ensure the community receives superior fire, rescue, and emergency medical response.

PROGRAM NAME: ADMINISTRATION

OBJECTIVES: To plan, direct, coordinate, control and evaluate all aspects of the Divisional operations to ensure resources are being used effectively and efficiently.

ACTIVITIES: Plan and prepare operating and capital budgets. Manage daily operations, maintain discipline, monitor and implement sick leave, light duty and leave of absence procedures. Collect compile and enter data on alarms, employee work hours and other data into data base systems. Participate in planning of rehab and construction of Division facilities. Schedule and coordinate public fire education programs, public relations and news releases in conjunction with the Mayors Office, Public Safety Directors Office and other interested community organizations. Time keeping and payroll activities are maintained through a consolidation of Division of Fire and EMS employees, overseen by a civilian Administrative Manager, who reports to an Assistant Director of the Department of Public Safety.

PROGRAM NAME: COMMUNICATIONS

OBJECTIVES: To provide efficient communication for the Division of Fire in coordination with the Division of EMS to ensure timely and effective deployment to all emergencies.

ACTIVITIES: Receive and dispatch all calls for assistance. Determine proper response and dispatch fire fighting and or medical/rescue units. Coordinate and control emergency radio transmission and provide a communications/command vehicle for major incidents. Provide support and maintenance for all communication systems for dispatching and recording of fire alarms, response times, fire loss estimates and other records.

PROGRAM NAME: OPERATIONS

OBJECTIVES: To save lives and property by: extinguishing and preventing the spread of fire, providing immediate medical care and rescue and extrication services, abating hazardous material releases, and investigating the causes and origins of fires.

ACTIVITIES: Respond in coordination to over 60,000 emergency alarms annually with necessary personnel, apparatus and equipment to provide the fire suppression, emergency medical care, transport, and other rescue operations necessary to mitigate any emergency that presents itself to the community where life and property are at risk. Conduct daily training according to Training Program directive. Maintain apparatus, equipment and stations. Inspect buildings and fire hydrants and investigate fires and accidents.



Department of Public Safety

DIVISION OF FIRE

PROGRAM NAME: OPERATIONS SUPPORT

OBJECTIVES: To provide the required equipment, supplies and support services for Fire Operations.

ACTIVITIES: Provide, issue, maintain and repair all rescue equipment, small equipment and supplies to insure other programs maintain operational capacity, including self contained breathing equipment (SCBA), personal protective clothing, hoses, nozzles, small tools and equipment, supplies and all materials needed for continued operations. Provide 24 hour emergency apparatus repair. Provide pre-incident information on streets, buildings, hazardous conditions, hydrant and water mains.

PROGRAM NAME: PREVENTION AND EDUCATION

OBJECTIVES: To ensure life safety and reduce fires and the release of hazardous substances.

ACTIVITIES: Perform fire and life safety inspections of all buildings except one and two family dwellings. Review new construction and building renovations plans for compliance with state and local fire safety laws. Test new and existing fire protection systems. Review and issue permits for control of flammable and hazardous substances. Provide hazardous material specialists to ensure hazardous material spills are cleaned up in compliance with local, state and federal laws.

PROGRAM NAME: TRAINING AND EDUCATION

OBJECTIVES: To provide the necessary knowledge, skills and abilities to enable the Division of Fire to operate in a safe and efficient, and cooperative manner to respond to all emergencies. To also coordinate all pre-hospital caretraining with the Division of EMS, ensuring effective, compliant, and professional application of all pre-hospital medical care protocols.

ACTIVITIES: Conduct basic training classes for newly appointed firefighter to ensure compliance with federal, state and industry standards. Provide hazardous material training to members of the division to comply with Federal, OSHA, State and National fire Protection standards. Re-certify firefighters as Emergency medical technicians and maintain and update the Division Drill manual. Conduct classes on safe driving, pump operations, aerial ladder operation, rescue techniques and other pertinent subjects. Maintain training records, test and evaluate new equipment and operations methods.

DIVISION OF FIRE

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 336,056	\$ 350,507	\$ 363,760	\$ 373,036
Military Leave	41,500	22,581	53,884	—
Student Trainees	—	—	—	320,391
Uniformed Personnel	51,639,810	48,379,208	46,751,260	48,534,411
Uniformed Overtime	6,328,823	6,270,657	5,513,725	5,751,782
Longevity	520,175	545,575	510,748	485,725
Wage Settlements	63,860	80,557	—	—
Separation Payments	808,276	2,952,387	2,489,394	1,978,493
Overtime	28,389	28,399	22,514	20,736
Deferred Overtime Payments	158,949	190,981	174,294	175,000
	\$ 59,925,838	\$ 58,820,851	\$ 55,879,578	\$ 57,639,574
Benefits				
Hospitalization	\$ 7,653,072	\$ 7,216,043	\$ 6,736,079	\$ 7,255,907
Flex Save Admin Fees	—	—	2,400	—
Prescription	1,760,748	1,668,694	1,647,800	1,700,772
Dental	532,353	545,735	530,912	576,755
Vision Care	45,326	46,566	45,067	46,064
Public Employees Retire System	56,825	53,825	51,487	55,128
Police & Firemens Disab & Pens	13,901,638	13,498,536	12,887,117	13,230,429
Fica-Medicare	532,564	527,430	525,557	604,210
Workers' Compensation	2,078,872	2,226,972	2,057,209	1,722,028
Life Insurance	39,263	36,810	34,777	35,523
Unemployment Compensation	61,500	119,994	49,100	—
Clothing Allowance	81,985	303,922	243,841	239,850
Clothing Maintenance	800	418,850	378,408	392,660
	\$ 26,744,946	\$ 26,663,376	\$ 25,189,755	\$ 25,859,326
Other Training & Professional Dues				
Travel	\$ 2,409	\$ 742	\$ 487	\$ 1,500
Tuition & Registration Fees	1,214	1,311	2,850	3,000
Other Training Supplies	—	872	2,997	5,500
Mileage (Priv Auto) Trng Prps	150	—	—	450
Professional Dues & Subscript	3,652	1,302	1,747	2,500
	\$ 7,425	\$ 4,227	\$ 8,081	\$ 12,950
Utilities				
Brokered Gas Supply	\$ 86,656	\$ 128,966	\$ 71,747	\$ 75,335
Gas	135,083	110,490	72,279	75,893
Electricity - Cpp	400,748	368,858	404,985	404,858
Electricity - Other	42,460	43,169	32,491	34,040
Steam	89,219	105,132	66,562	69,985
	\$ 754,166	\$ 756,616	\$ 648,065	\$ 660,111



Department of Public Safety

DIVISION OF FIRE

Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Contractual Services				
Professional Services	\$ 28,133	\$ 10,947	\$ 37,821	\$ 30,000
Court Reporter	146	225	405	300
Mileage (Private Auto)	6,495	10,251	9,566	9,000
Jury And Witness Fees	8	—	—	—
Medical Services	17,681	10,135	39,977	45,304
Advertising And Public Notice	—	365	—	—
Parking In City Facilities	4,726	8,384	5,174	6,500
Property Rental	—	1,167	3,500	—
Other Contractual	46,609	33,345	16,629	37,264
Bank Service Fees	2,278	—	—	—
	\$ 106,075	\$ 74,818	\$ 113,071	\$ 128,368
Materials & Supplies				
Office Supplies	\$ 526	\$ 6,376	\$ 4,596	\$ 5,000
Postage	542	92	128	200
Computer Supplies	—	—	—	500
Clothing	32,844	18,188	43,739	138,300
Hardware & Small Tools	6,031	322	5,612	5,000
Small Equipment	7,724	1,796	1,285	7,500
Office Furniture & Equipment	—	—	—	500
Electrical Supplies	5,000	4,062	1,923	4,000
Hygiene And Cleaning Supplies	36,334	36,255	39,848	36,000
Lumber, Glass, And Drywall	3,500	—	3,000	1,750
Medical Supplies	78,008	54,177	53,388	40,000
Printed Materials	—	—	—	17,208
Other Supplies	52,915	34,786	31,528	40,000
Safety Equipment	11,363	7,000	10,258	8,000
Batteries	—	493	1,961	1,500
Just In Time Office Supplies	10,940	2,752	12,072	10,000
	\$ 245,726	\$ 166,299	\$ 209,336	\$ 315,458
Maintenance				
Maintenance Office Equipment	\$ —	\$ 200	\$ 84	\$ 500
Maintenance Contracts	2,856	—	4,800	10,000
Maintenance Electrical Equip	3,000	—	—	3,000
Maintenance Machinery & Tools	—	—	1,863	—
Maintenance Vehicles	—	—	9,152	—
Repair Parts	22	110	6,500	2,000
Car Washes	500	380	—	500
Maintenance Misc. Equipment	72,959	55,876	40,762	65,000
Maintenance Building	560	—	—	—
Repair Of Overhead Doors	74,837	78,426	91,531	85,000
	\$ 154,734	\$ 134,991	\$ 154,692	\$ 166,000
Claims, Refunds, Maintenance				
Judgements, Damages, & Claims	\$ 1,000	\$ 3,573	\$ 2,000	\$ 2,000
	\$ 1,000	\$ 3,573	\$ 2,000	\$ 2,000

DIVISION OF FIRE

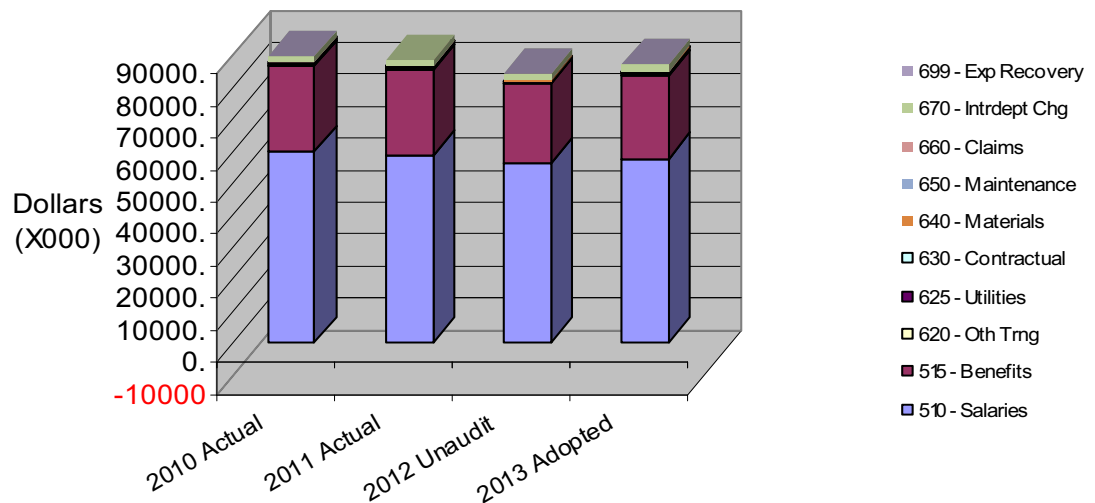
Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Interdepart Service Charges				
Charges From Telephone Exch	\$ 265,715	\$ 323,748	\$ 329,473	\$ 383,748
Charges From Radio Comm System	92,315	101,527	173,427	173,940
Charges From W.P.C.	—	8,752	9,626	—
Charges From Print & Repro	30,753	39,893	44,421	42,136
Charges From Central Storeroom	5,149	1,587	873	1,265
Charges From M.V.M.	1,174,033	1,383,283	1,526,569	1,597,319
	\$ 1,567,966	\$ 1,858,789	\$ 2,084,388	\$ 2,198,408
Expenditure Recovery				
Expenditure Recovery	\$ —	\$ (300)	\$ 16	\$ —
	\$ —	\$ (300)	\$ 16	\$ —
	\$ 89,507,875	\$ 88,483,241	\$ 84,288,982	\$ 86,982,195

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 249,106	\$ 181,739	\$ 34,011	\$ 177,250
Licenses & Permits	543,228	561,590	572,836	604,800
Miscellaneous	24,740	40,916	62,482	47,300
Other Shared Revenue	135	—	—	—
Non Operating Other/Other	134	—	—	—
	\$ 817,343	\$ 784,245	\$ 669,328	\$ 829,350

Division of Fire Expenditures by Appropriation





Department of Public Safety

DIVISION OF FIRE

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
7	5	6	Assistant Chief Of Fire	56,790.30	124,332.73
25	24	25	Battalion Chief Of Fire	84,117.25	86,640.76
57	56	56	Captain Of Fire	72,514.87	74,690.31
1	1	1	Chief Of Fire	64,407.00	170,753.40
163	164	164	Lieutenant Of Fire	62,512.82	63,888.20
253	250	252			
<u>ADMINISTRATIVE SUPPORT</u>					
0	2	4	Principal Clerk	14.88	20.10
3	3	3	Private Secretary	10.00	21.21
1	0	0	Secretary	10.00	17.69
1	1	1	Senior Clerk	12.47	16.58
5	6	8			
<u>PROFESSIONALS</u>					
1	1	1	Assistant Personnel Administrator	20,800.00	55,788.47
1	1	1	Project Director	22,333.40	80,282.43
2	2	2			
<u>PROTECTIVE SERVICES</u>					
0	13	13	Apprentice-Medic II Fire	46,904.64	47,281.78
0	10	10	Apprentice-Medic III Fire	48,404.64	49,781.78
532	480	489	Firefighter	53,890.36	55,507.07
0	0	36	Fire Trainee*	10.50	10.50
532	503	512			
<u>TECHNICIANS</u>					
2	0	0	Data Conversion Operator	12.02	15.39
1	0	0	Data Processsing Supervisor	20,800.00	58,115.49
3	0	0			
795	761	774	TOTAL FULL TIME		
795	761	774	TOTAL DIVISION		

* Denotes amount not included in Total Headcount

DIVISION OF EMERGENCY MEDICAL SERVICE

Nicole A. Carlton, Acting Commissioner

Mission Statement

To provide advanced out-of-hospital medical care and transportation to victims of illness or injury. We are committed to improving the quality of life in the City of Cleveland by maintaining the highest ethical and professional standards of pre-hospital care, treating our patients with dignity and respect, and caring for each patient as if they were a member of our own family.

The Division of Emergency Medical Service (EMS) is responsible for providing advanced life support pre-hospital care and transportation to the appropriate medical facility for the City of Cleveland through a coordinated communications network in cooperation with the Department of Fire. The Division of EMS ensures that patients receive optimal care through an initial cadet training program, continuing education and paramedic certification accredited by the State of Ohio Department of Public Safety, comprehensive performance improvement program, state of the art technologies, and medical oversight from prominent medical professionals throughout the greater Cleveland area.

PROGRAM NAME: ADMINISTRATION

OBJECTIVES: To plan, direct, coordinate, control, and evaluate all aspects of the Division of EMS.

ACTIVITIES: Prepare, plan, and coordinate the Division's operating and capital budgets. Recruit and hire employees; maintain disciplinary records, record payroll and personnel records. Maintain patient care records; provide copies for legal, medical and billing purposes. Conduct performance improvement activities and ensure quality service to the public.

PROGRAM NAME: OPERATIONS

OBJECTIVES: To respond to emergency scenes, in cooperation with the Division of Fire, to provide basic and advanced life support, transport patients to appropriate medical facilities, ensure preparedness and response for domestic terrorism.

ACTIVITIES: To respond to emergency scenes in a safe and expeditious manner. Provide basic and advanced pre-hospital medical interventions in accordance with State of Ohio Department of Public Safety guidelines. Transport patients to appropriate medical facilities. Document medical patient care and billing information to be used for performance review and service billing. Provide medical supply purchasing and distribution for the Divisions of EMS and Fire, and oversee logistical and technological support for all pre-hospital care functions. Provide supervisory oversight for all pre-hospital medical care and transportation.

PROGRAM NAME: COMMUNICATIONS

OBJECTIVES: To effectively respond, control and direct all emergency communications via telephone, radio and data transmissions in a cooperative manner with the Division of Fire.

ACTIVITIES: Evaluate 9-1-1 calls for assistance through call prioritizing system designed to determine the call type, priority level and subsequent type of response for the Divisions of EMS and Fire. Provide pre-arrival patient care instructions to callers and coordinate appropriate third party resources to assist in the treatment and transportation of patients. Assist other City of Cleveland agencies in checking on the welfare of community members.



Department of Public Safety

DIVISION OF EMERGENCY MEDICAL SERVICE

PROGRAM NAME: EMPLOYEE TRAINING AND EDUCATION

OBJECTIVES: To plan, direct, coordinate, and assist in all educational activities in a consolidated and cooperative manner with the Division of Fire for all pre-hospital medical care, through State of Ohio Accreditation #239, for the Department of Public Safety, including state certification at all levels; including recertification, cadet training, continuing education, as well as, quality assurance/performance improvement.

ACTIVITIES: Provide initial cadet training for all divisional employees. Conduct State of Ohio recertification and continuing education programs and classes for all levels of pre-hospital providers. Conduct professional development activities for administrative, supervisory, field, and communication's center employees. Provide professional recognized enhancement programs for all employees. Provide clinical experience for pre-hospital care providers through the Field Training Officer Program. Perform pre-hospital paramedic and EMT functioning testing as directed by the Department of Public Safety Medical Director. Implement and maintain divisional performance standards to patient care protocols, operating procedures, policies and procedures. Set performance benchmarks and monitor compliance to benchmarks. Conduct education and remediation for employee performance that is substandard to performance benchmarks.

PROGRAM NAME: PUBLIC EDUCATION

OBJECTIVES: To plan, direct, and coordinate all awareness and educational activities for the general public in first aid, CPR, AED, 9-1-1 education, and general health screenings.

ACTIVITIES: Provide certification and training in first aid, CPR, and AED in accordance with established American Heart Association standards. Function as community training center for the American Heart Association. Provide general health screenings for the general population through a series of coordinated neighborhood locations throughout the City of Cleveland. Promote general health and wellness education through cooperative efforts with other leading health agencies. Install and maintain all City of Cleveland AED's.

DIVISION OF EMERGENCY MEDICAL SERVICE

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 10,144,971	\$ 9,452,665	\$ 9,728,039	\$ 12,544,958
Military Leave	31,309	44,614	8,017	—
Student Trainees	11,752	407,484	273,296	150,000
Longevity	78,525	84,575	84,050	83,650
Wage Settlements	—	—	233,268	—
Separation Payments	158,110	211,987	215,099	200,000
Overtime	2,377,929	2,484,632	2,593,770	2,300,000
Deferred Overtime Payments	—	86,923	107,075	102,500
	\$ 12,802,596	\$ 12,772,880	\$ 13,242,614	\$ 15,381,108
Benefits				
Hospitalization	\$ 1,669,098	\$ 1,771,853	\$ 1,534,845	\$ 2,286,050
Flex Save Admin Fees	—	—	900	—
Prescription	382,737	367,514	364,074	524,100
Dental	116,292	119,047	116,941	167,491
Vision Care	11,348	11,850	11,782	14,871
Public Employees Retire System	1,995,792	1,749,523	1,793,902	2,118,087
Fica-Medicare	164,828	166,662	179,399	212,146
Workers' Compensation	1,209,541	918,980	707,483	676,038
Life Insurance	10,110	9,686	9,188	11,832
Unemployment Compensation	59,071	33,521	14,008	16,000
Clothing Allowance	76,700	70,550	71,500	90,400
Clothing Maintenance	43,400	39,400	39,800	50,200
	\$ 5,738,918	\$ 5,258,584	\$ 4,843,822	\$ 6,167,215
Other Training & Professional Dues				
Travel	\$ 1,045	\$ 1,970	\$ 1,948	\$ 3,500
Tuition & Registration Fees	—	1,171	1,965	750
Other Training Supplies	14,516	14,069	13,386	15,000
	\$ 15,561	\$ 17,211	\$ 17,299	\$ 19,250
Utilities				
Brokered Gas Supply	\$ 9	\$ 6,311	\$ 2,315	\$ 4,591
Data Communication (Telephone)	—	—	50	—
Gas	7,280	3,781	1,339	2,750
Electricity - Cpp	2	1	4	—
Electricity - Other	1,567	1,688	1,430	1,588
Security & Monitoring System	210	521	420	500
	\$ 9,068	\$ 12,302	\$ 5,557	\$ 9,429
Contractual Services				
Professional Services	\$ 23,103	\$ 20,933	\$ 19,497	\$ 25,000
Referee Services	18,391	—	3,304	15,000
Janitorial Services	5,600	7,200	6,436	7,500
Medical Services	4,888	916	4,512	5,000
Parking In City Facilities	1,219	3,004	2,288	2,500
Other Contractual	—	1,258	—	—
	\$ 53,201	\$ 33,310	\$ 36,037	\$ 55,000



Department of Public Safety

DIVISION OF EMERGENCY MEDICAL SERVICE

Expenditures (Continued)

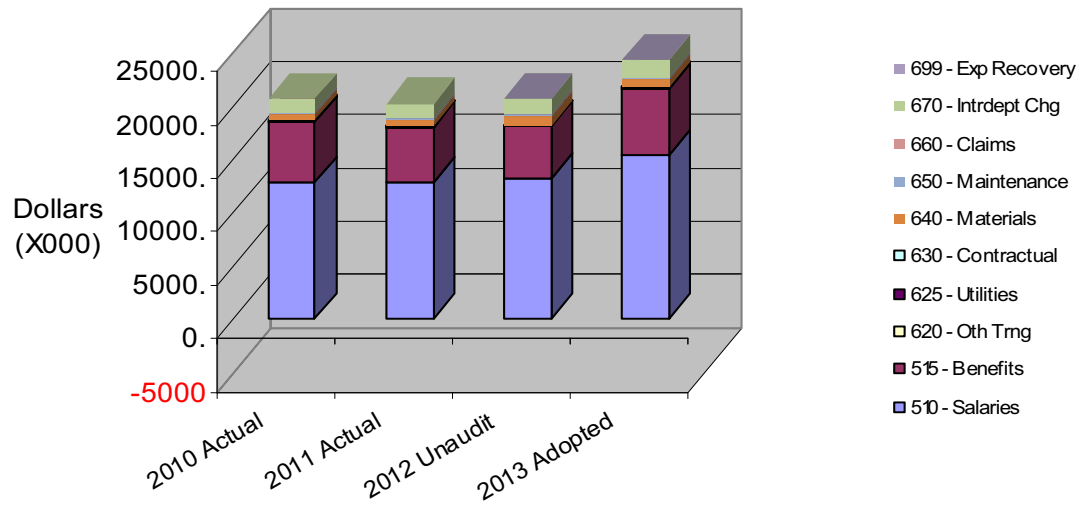
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Materials & Supplies				
Office Supplies	\$ —	\$ 584	\$ 2,525	\$ 500
Postage	2,741	1,078	1,531	2,000
Clothing	6,480	14,764	23,556	20,000
Hardware & Small Tools	200	200	105	300
Electrical Supplies	—	—	—	1,500
Hygiene And Cleaning Supplies	17,339	17,696	16,763	18,000
Medical Supplies	343,122	308,266	427,701	350,000
Medical Equipment	89,008	90,469	90,136	100,000
Printed Materials	22,747	29,430	19,681	30,000
Other Supplies	—	—	—	500
Safety Equipment	21,108	41,598	186,064	90,000
Pharmaceutical Supplies	70,313	85,874	107,008	100,000
Batteries	442	1,995	—	2,000
Just In Time Office Supplies	4,908	2,732	2,994	3,500
	\$ 578,409	\$ 594,688	\$ 878,064	\$ 718,300
Maintenance				
Maintenance Contracts	\$ 178,044	\$ 99,423	\$ 114,493	\$ 140,000
Maintenance Misc. Equipment	21,716	26,594	34,359	30,000
Repair Of Overhead Doors	—	2,012	1,307	6,000
	\$ 199,760	\$ 128,029	\$ 150,159	\$ 176,000
Claims, Refunds, Maintenance				
Judgements, Damages, & Claims	\$ 745	\$ —	\$ 250	\$ 1,800
	\$ 745	\$ —	\$ 250	\$ 1,800
Interdepart Service Charges				
Charges From Telephone Exch	\$ 79,380	\$ 64,856	\$ 66,631	\$ 73,272
Charges From Radio Comm System	47,701	59,821	79,510	167,736
Charges From Print & Repro	20,056	28,037	33,080	30,639
Charges From Central Storeroom	1,484	2,025	2,514	3,034
Charges From M.V.M.	1,104,812	1,261,993	1,314,861	1,487,115
	\$ 1,253,432	\$ 1,416,732	\$ 1,496,595	\$ 1,761,796
Expenditure Recovery				
Expenditure Recovery	\$ (376)	\$ (1,459)	\$ —	\$ —
	\$ (376)	\$ (1,459)	\$ —	\$ —
	\$ 20,651,314	\$ 20,232,276	\$ 20,670,398	\$ 24,289,898

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 10,904,309	\$ 11,581,602	\$ 12,098,575	\$ 11,435,300
Miscellaneous	7,261	31,448	59,110	5,300
	\$ 10,911,570	\$ 11,613,051	\$ 12,157,686	\$ 11,440,600

DIVISION OF EMERGENCY MEDICAL SERVICE

Emergency Medical Services Expenditures by Appropriation





Department of Public Safety

DIVISION OF EMERGENCY MEDICAL SERVICE

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2012	December 2012	Budget 2013		Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Commissioner of Emergency Medical Service	42,758.15	137,860.74
1	1	1			
<u>PROFESSIONALS</u>					
1	1	1	Administrative Manager	27,193.55	101,816.22
1	1	1	Administrative Officer	20,800.00	52,979.99
1	0	0	Junior Personnel Assistant	20,800.00	39,367.76
0	0	2	Principal Clerk	14.88	20.10
3	2	4			
<u>TECHNICIANS</u>					
23	13	30	Emergency Medical Dispatcher	24,765.24	42,553.33
0	4	8	Emergency Medical Dispatcher Trainee	10.50	10.50
182	158	213	Emergency Medical Technician	26,336.35	46,419.68
0	50	0	Emergency Medical Technician Trainee	10.50	10.50
16	15	17	Emergency Medical Technician Supervisor	20,092.80	61,147.43
221	240	268			
225	243	273	TOTAL FULL TIME		
225	243	273	TOTAL DIVISION		

DIVISION OF ANIMAL CONTROL SERVICES

John D. Baird, Chief Animal Control Officer

Mission Statement

To reduce the number of stray unwanted animals in the City of Cleveland by enforcing city animal ordinances and by referring low cost spay/neuter services to Cleveland residents.

Animal Control Services is responsible for responding to all calls for services or complaints concerning all dogs and nuisance wildlife. The Division is committed to the reduction of the City's nuisance animal population by contracting services to trap and dispose of unwanted skunks, raccoons, opossums, and groundhogs.

PROGRAM NAME: ANIMAL CONTROL

OBJECTIVES: Enforce city ordinances.

ACTIVITIES: Respond to complaints regarding stray, vicious, and nuisance dogs.

PROGRAM NAME: NUISANCE ANIMAL REMOVAL

OBJECTIVES: Reduce the number of the unwanted nuisance wildlife population that poses a safety risk to residents and their pets.

ACTIVITIES: Contract services to trap, remove, and dispose of nuisance skunks, raccoons, opossums, and groundhogs.



Department of Public Safety

DIVISION OF ANIMAL CONTROL SERVICES

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 481,019	\$ 515,663	\$ 518,581	\$ 589,628
Part-Time Permanent	39,987	49,077	49,358	62,580
Longevity	3,525	5,600	5,525	5,000
Separation Payments	5,476	6,648	26,394	—
Overtime	24,635	31,256	39,457	34,000
	\$ 554,642	\$ 608,244	\$ 639,315	\$ 691,208
Benefits				
Hospitalization	\$ 116,727	\$ 118,590	\$ 97,778	\$ 116,717
Prescription	7,254	7,049	10,190	15,476
Dental	6,793	6,894	6,547	8,232
Vision Care	692	719	707	672
Public Employees Retire System	85,423	83,420	86,432	96,072
Fica-Medicare	6,437	7,175	7,567	9,607
Workers' Compensation	16,295	19,352	27,464	9,233
Life Insurance	581	581	584	633
Unemployment Compensation	—	7,569	1,802	—
Clothing Allowance	—	2,500	2,500	5,250
Clothing Maintenance	175	3,675	3,675	7,175
	\$ 240,376	\$ 257,524	\$ 245,246	\$ 269,067
Other Training & Professional Dues				
Travel	\$ —	\$ 156	\$ 176	\$ 300
Professional Dues & Subscript	150	—	—	150
	\$ 150	\$ 156	\$ 176	\$ 450
Utilities				
Brokered Gas Supply	\$ —	\$ 8,317	\$ 4,414	\$ 6,050
Gas	13,305	5,648	3,063	4,041
Electricity - Other	12,966	8,750	9,037	8,233
Security & Monitoring System	—	—	465	500
	\$ 26,271	\$ 22,714	\$ 16,978	\$ 18,824
Contractual Services				
Professional Services	\$ 80,000	\$ 176,223	\$ 120,290	\$ 190,000
Security Services	470	465	119	—
	\$ 80,470	\$ 176,688	\$ 120,409	\$ 190,000
Materials & Supplies				
Office Supplies	\$ —	\$ 1,006	\$ —	\$ —
Hardware & Small Tools	991	1,201	484	1,620
Small Equipment	1,260	6,483	7,416	9,800
Hygiene And Cleaning Supplies	5,882	3,921	3,598	4,860
Lumber, Glass, And Drywall	—	8	—	—
Medical Supplies	16,626	17,896	19,105	20,000
Other Supplies	11,474	10,457	9,918	11,000
Safety Equipment	3,978	3,197	5,940	3,746
Just In Time Office Supplies	1,420	373	974	1,800
	\$ 41,631	\$ 44,542	\$ 47,435	\$ 52,826

DIVISION OF ANIMAL CONTROL SERVICES

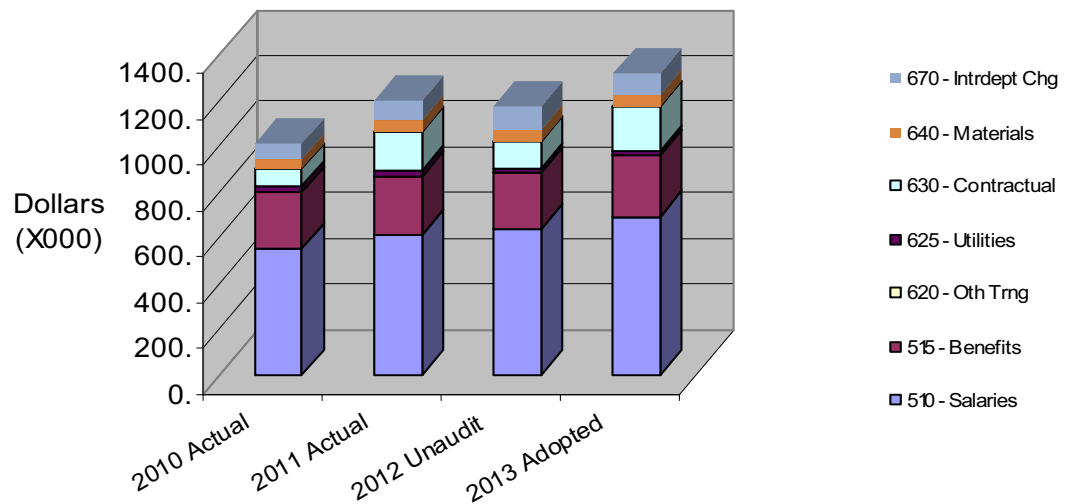
Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Interdepart Service Charges				
Charges From Telephone Exch	\$ 5,822	\$ 5,672	\$ 6,614	\$ 6,803
Charges From Radio Comm System	4,523	6,291	9,270	10,980
Charges From Print & Repro	2,123	5,783	7,604	6,522
Charges From Central Storeroom	1,489	1,676	1,342	1,867
Charges From M.V.M.	52,430	67,955	81,591	68,620
	\$ 66,388	\$ 87,377	\$ 106,422	\$ 94,792
	\$ 1,009,928	\$ 1,197,245	\$ 1,175,981	\$ 1,317,167

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 28,485	\$ 30,310	\$ 26,268	\$ 25,000
Miscellaneous	780	780	780	780
	\$ 29,265	\$ 31,090	\$ 27,048	\$ 25,780

Animal Control Services Expenditures by Appropriation





Department of Public Safety

DIVISION OF ANIMAL CONTROL SERVICES

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Chief Animal Control Officer	20,800.00	82,076.73
1	1	1			
<u>ADMINISTRATION SUPPORT</u>					
2	2	2	Senior Clerk	12.47	16.58
2	2	2			
<u>PROTECTIVE SERVICES</u>					
9	9	10	Animal Control Officer	11.04	17.47
9	9	10			
<u>SERVICE & MAINTENANCE</u>					
1	1	1	Custodial Worker	10.00	14.97
1	1	1			
14	14	15	TOTAL FULL TIME		
<u>TECHNICIANS</u>					
1	1	1	Registered Animal Health Technician	10.00	16.38
1	1	1			
<u>PART TIME</u>					
2	2	2	Animal Control Officer	11.04	17.47
1	1	1	Registered Animal Health Technician	10.00	16.38
3	3	3	TOTAL PART TIME		
17	17	18	TOTAL DIVISION		

DIVISION OF CORRECTION

David Carroll, Acting Commissioner

Mission Statement

To provide facilities for the incarceration of persons who have been arrested and convicted of crimes and sentenced by the court system.

The Division of Correction is charged with the responsibility of booking, processing, security, care, custody and housing of persons arrested and those committed to our custody by the Courts. Limited rehabilitation programs are provided for select residents. Features of these programs include Drug and Alcohol Rehabilitation programs, General Education Development (GED) classes and court-sponsored work release programs.

PROGRAM NAME: ALCOHOLICS ANONYMOUS

OBJECTIVES: Facilitate same sex fellowship groups who share their experiences, strengths and hopes in an effort to solve their common problem and help others to recover from alcoholism.

ACTIVITIES: Small and large facilitated discussion groups.

PROGRAM NAME: CUSTODIAL CARE

OBJECTIVES: To ensure a sufficient level of security personnel to exercise control over the inmate population while providing adequate, safe, humane housing and board.

ACTIVITIES: Provide constant surveillance of all inmates to guarantee control and order. Maintain facilities according to state codes. Provide adequate medical care for all persons committed to the Institution.

PROGRAM NAME: GENERAL EDUCATION DEVELOPMENT

OBJECTIVES: To offer classes to both female and male residents the opportunity to obtain or complete general education and obtain a GED diploma.

ACTIVITIES: Small and large facilitated same sex classroom learning environment.

PROGRAM NAME: SCHOOL RELEASE (COURT SPONSORED)

OBJECTIVES: Allow resident to maintain education/training, primarily colleiate level, during their incarceration.

ACTIVITIES: Once approved by the Court, Social Worker, and Commissioner the resident may attend a prior approved educational facility for classes and/or training.

PROGRAM NAME: WORK RELEASE (COURT SPONSORED)

OBJECTIVES: Allow resident to maintain employment during their incarceration.

ACTIVITIES: Once approved by the Court, Social Worker, and Commissioner a resident will travel by bus or pre-arranged transportation to their job which has been previously verified for approval.



Department of Public Safety

DIVISION OF CORRECTION

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 5,773,530	\$ 5,395,969	\$ 5,187,168	\$ 5,965,972
Military Leave	198	—	—	—
Part-Time Permanent	3,185	—	28,237	175,005
Injury Pay	174,798	135,612	83,009	—
Longevity	41,000	48,900	47,925	60,850
Wage Settlements	46,321	—	—	—
Separation Payments	30,057	43,775	49,266	60,000
Overtime	1,165,651	1,205,957	1,421,698	1,100,000
	\$ 7,234,740	\$ 6,830,214	\$ 6,817,303	\$ 7,361,827
Benefits				
Hospitalization	\$ 1,342,773	\$ 1,239,985	\$ 1,148,416	\$ 1,271,064
Prescription	215,134	197,494	203,793	230,258
Dental	86,445	84,728	81,856	89,939
Vision Care	8,871	8,637	8,433	8,823
Public Employees Retire System	1,093,526	968,566	948,703	998,091
Police & Firemens Disab & Pens	—	3,305	—	—
Fica-Medicare	100,510	94,736	94,814	106,586
Workers' Compensation	960,024	705,939	578,454	596,281
Life Insurance	7,864	7,099	6,680	7,035
Unemployment Compensation	41,056	35,163	35,675	22,000
Clothing Allowance	57,471	47,590	44,984	48,260
Clothing Maintenance	64,638	59,150	55,175	55,600
Union Welfare Payment	—	—	—	10,000
	\$ 3,978,310	\$ 3,452,393	\$ 3,206,983	\$ 3,443,937
Other Training & Professional Dues				
Tuition & Registration Fees	\$ 440	\$ —	\$ 210	\$ 500
Mileage (Priv Auto) Trng Prps	—	—	—	200
Professional Dues & Subscript	—	394	—	300
	\$ 440	\$ 394	\$ 210	\$ 1,000
Utilities				
Brokered Gas Supply	\$ 13,104	\$ 36,263	\$ 17,954	\$ 18,852
Gas	39,242	16,623	11,930	12,093
Electricity - Other	118,149	108,568	85,425	89,696
	\$ 170,495	\$ 161,454	\$ 115,309	\$ 120,641
Contractual Services				
Professional Services	\$ 939,756	\$ 858,790	\$ 590,123	\$ 665,000
Mileage (Private Auto)	—	—	—	200
Medical Services	842,690	1,728,390	1,343,695	1,200,000
Parking In City Facilities	1,118	649	—	1,000
Property Rental	40,800	40,800	34,000	45,000
Other Contractual	40,477	77,068	15,000	15,000
Indigent Relief	—	—	—	200
Bank Service Fees	—	—	—	377
	\$ 1,864,841	\$ 2,705,697	\$ 1,982,818	\$ 1,926,777

DIVISION OF CORRECTION

Expenditures (Continued)

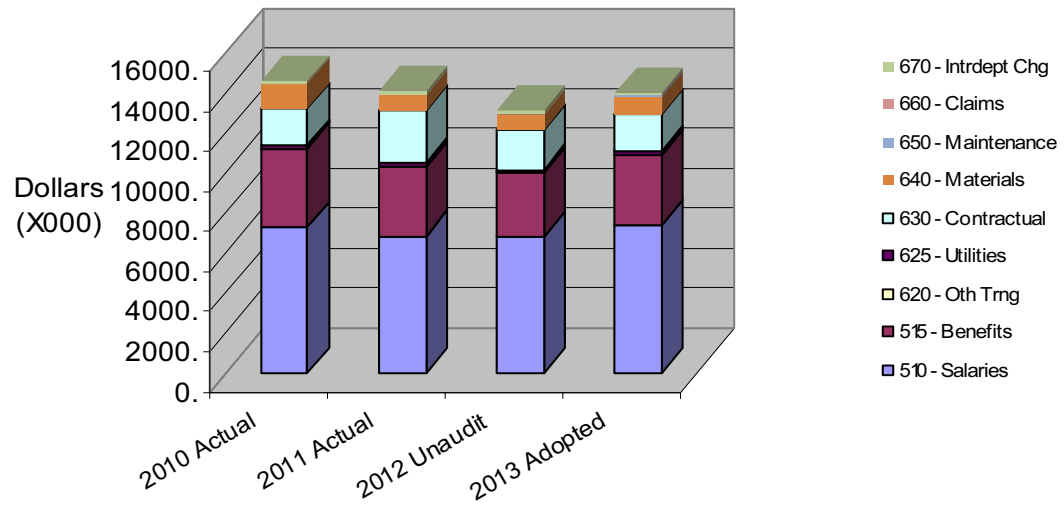
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Materials & Supplies				
Office Supplies	\$ —	\$ 8,558	\$ 3,004	\$ 4,000
Clothing	15,252	41,387	16,823	18,000
Hardware & Small Tools	—	—	—	500
Small Equipment	—	1,632	2,496	5,000
Office Furniture & Equipment	—	—	—	1,000
Electrical Supplies	—	—	1,118	1,215
Hygiene And Cleaning Supplies	44,604	72,009	60,114	75,000
Painting Equipment & Supplies	—	—	—	900
Medical Supplies	—	—	608	5,000
Food	629,767	508,496	575,691	600,000
Photographic Supplies	—	—	—	1,000
Other Supplies	23,840	18	2,352	10,000
Pharmaceutical Supplies	479,085	80,795	95,347	110,000
Just In Time Office Supplies	10,717	—	1,545	5,000
Building Maintenance Supplies	—	—	3,758	5,580
Misc Maintenance Supplies	—	344	1,000	1,350
	\$ 1,203,266	\$ 713,238	\$ 763,855	\$ 843,545
Maintenance				
Maintenance Contracts	\$ —	\$ 20,743	\$ 34,270	\$ 40,000
Maintenance Fire Apparatus	—	50	1,500	7,200
Maintenance Building	—	—	—	3,000
	\$ —	\$ 20,793	\$ 35,770	\$ 50,200
Claims, Refunds, Maintenance				
Judgements, Damages, & Claims	\$ 1,500	\$ 1,414	\$ 1,516	\$ 3,000
	\$ 1,500	\$ 1,414	\$ 1,516	\$ 3,000
Interdepart Service Charges				
Charges From Telephone Exch	\$ 19,942	\$ 16,767	\$ 15,614	\$ 17,656
Charges From Radio Comm System	20,488	24,703	39,437	47,256
Charges From W.P.C.	—	—	999	—
Charges From Print & Repro	61,482	51,315	41,565	47,131
Charges From Central Storeroom	432	320	271	398
Charges From M.V.M.	59,554	72,623	60,540	50,915
	\$ 161,898	\$ 165,728	\$ 158,426	\$ 163,356
	\$ 14,615,490	\$ 14,051,324	\$ 13,082,190	\$ 13,914,283

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 3,398	\$ 9,947	\$ 17,838	\$ —
Miscellaneous	709	196	832	—
	\$ 4,107	\$ 10,143	\$ 18,670	\$ —



Division of Correction Expenditures by Appropriation



DIVISION OF CORRECTION

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
12	12	12	Correctional Supervisor	20,800.00	51,187.90
12	12	12			
<u>ADMINISTRATIVE SUPPORT</u>					
1	0	1	Chief Clerk	22,050.00	47,550.25
1	1	1	Private Secretary	10.00	21.21
1	1	1	Senior Clerk	12.47	16.58
0	1	1	Storekeeper	16.66	20.76
3	3	4			
<u>PROFESSIONALS</u>					
1	0	0	Accountant III	15.48	24.58
1	1	1	Budget Analyst	20,800.00	53,011.19
2	2	2	Caseworker II	14.03	20.20
1	2	2	Project Coordinator	27,325.56	90,294.89
1	1	1	Senior Personnel Assistant	20,800.00	50,162.59
6	6	6			
<u>PROTECTIVE SERVICE</u>					
125	106	119	Correctional Officer	12.18	18.39
125	106	119			
<u>SERVICE & MAINTENANCE</u>					
2	1	2	Cook	13.77	15.94
8	7	8	Guard	10.00	17.39
1	1	1	Head Cook	10.00	17.65
1	1	1	Mechanical Handyman	16.62	18.62
1	1	1	Municipal Service Laborer	15.95	17.95
13	11	13			
<u>TECHNICIANS</u>					
1	1	1	Practical Nurse	17.98	19.98
1	1	1	Recreational Instructor III	10.00	19.16
2	2	2			
161	140	156	TOTAL FULL TIME		
<u>PART TIME</u>					
0	10	10	Correctional Officers	12.18	18.39
0	10	10	TOTAL PART TIME		
161	150	166	TOTAL DIVISION		



Department of Parks, Recreation, and Properties

DIVISION OF RESEARCH, PLANNING, AND DEVELOPMENT

Donald Kasych, Acting Commissioner

Mission Statement

We enhance the lives of City of Cleveland residents through the planning, design, and development of safe, maintainable, attractive, "state of the art" parks, playgrounds, landscapes, and recreational facilities in accordance with an established citywide vision for parks and recreation.

PROGRAM NAME: SITE DEVELOPMENT

OBJECTIVES: Provide landscape architectural/site planning capabilities and plan and develop park and recreational amenities that are of the greatest value to the community.

ACTIVITIES: Implement the City's park and recreation Capital Improvement Program. Develop park and recreation site/planning/landscape architectural project feasibility reports, preliminary plans, cost estimates, recommendations, and implementation strategies. Design and develop detailed site improvement drawings and specifications for the improvement or rehabilitation of all exterior departmental facilities including urban parks, playgrounds, sports facilities, playfields, plazas, parking facilities, , etc., along with the construction supervision and contract administration for same. Engage the community on capital projects at appropriate levels.

PROGRAM NAME: RESEARCH AND PLANNING

OBJECTIVES: Develop, plan, coordinate, and support the departmental Capital Improvement Program and related research activities including preparing planning studies.

ACTIVITIES: Monitor/manage project budgets for all Departmental capital projects in conjunction with Department of Finance/Capital Manager. Research, prepare, and coordinate various planning, capital, and recommendation reports. Prepare grant applications for Federal, State, local, or other capital improvement programs and administer the grant including consultant management, invoices, reporting, etc. Prepare property adoption agreements, and work with Law Department on legal documents such as leases, grant agreements, etc. related to capital improvement projects implemented by the Division of RP&D.

DIVISION OF RESEARCH, PLANNING, AND DEVELOPMENT

Expenditures

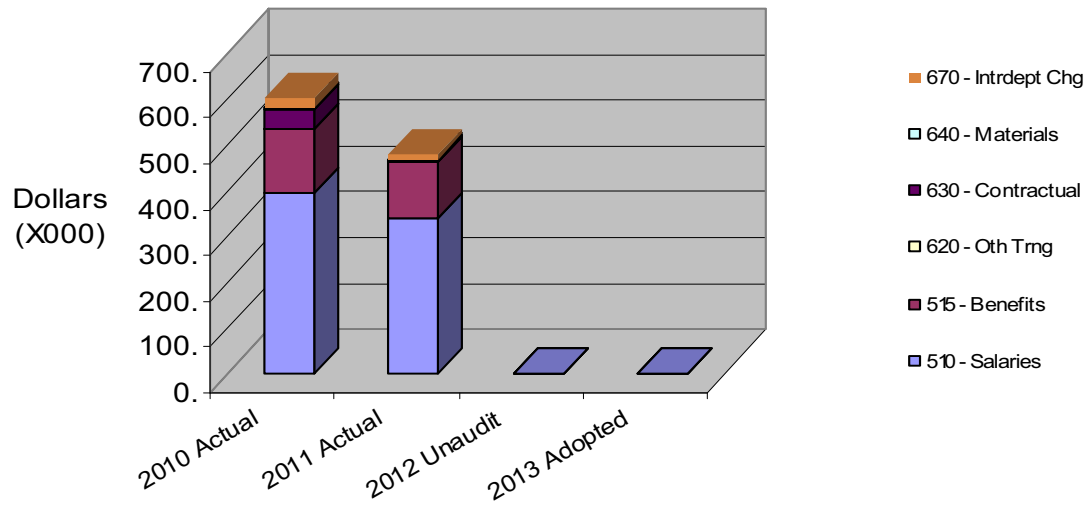
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 383,562	\$ 333,783	\$ —	\$ —
Injury Pay	—	1,521	—	—
Longevity	—	2,675	—	—
Separation Payments	9,966	—	—	—
	\$ 393,527	\$ 337,979	\$ —	\$ —
Benefits				
Hospitalization	\$ 48,959	\$ 49,735	\$ —	\$ —
Prescription	13,495	12,285	—	—
Dental	4,525	3,572	—	—
Vision Care	455	331	—	—
Public Employees Retire System	62,168	48,121	—	—
Fica-Medicare	4,039	3,882	—	—
Workers' Compensation	6,221	7,402	—	—
Life Insurance	345	270	—	—
	\$ 140,206	\$ 125,598	\$ —	\$ —
Other Training & Professional Dues				
Tuition & Registration Fees	\$ 150	\$ —	\$ —	\$ —
Professional Dues & Subscript	165	525	—	—
	\$ 315	\$ 525	\$ —	\$ —
Contractual Services				
Mileage (Private Auto)	\$ 299	\$ 477	\$ —	\$ —
Parking In City Facilities	402	115	—	—
Property Rental	43,752	2,470	—	—
	\$ 44,453	\$ 3,062	\$ —	\$ —
Materials & Supplies				
Office Supplies	\$ 397	\$ 917	\$ —	\$ —
Other Supplies	—	725	—	—
Just In Time Office Supplies	1,117	—	—	—
	\$ 1,514	\$ 1,642	\$ —	\$ —
Interdepart Service Charges				
Charges From Telephone Exch	\$ 9,218	\$ 3,724	\$ —	\$ —
Charges From Print & Repro	6,681	4,168	—	—
Charges From M.V.M.	4,984	4,019	—	—
	\$ 20,883	\$ 11,910	\$ —	\$ —
	\$ 600,898	\$ 480,716	\$ —	\$ —



Department of Parks, Recreation, and Properties

DIVISION OF RESEARCH, PLANNING, AND DEVELOPMENT

Research Planning & Development Expenditures by Appropriation



PUBLIC WORKS ADMINISTRATION

Michael E. Cox, Director

Mission Statement

Provide sustainable proactive approach to service delivery and recreational activities, which improves the quality of life for our residents and visitors. Provide consistent quality service, clean neighborhoods and safe right of ways for pedestrians, motorists, and visitors that make our city a better place to live, work and play. Operate and maintain clean, accessible, vibrant public spaces for exploration, relaxation, and exercise, while connecting culturally diverse venues of sports, entertainment, and educational experiences.

The Department of Public Works is responsible for planning, constructing, operating, and maintaining all city-owned parks, playgrounds, recreation centers, golf courses, , Rockefeller Greenhouse, parking facilities, Markets, and the Cleveland Public Auditorium and Stadium; operation of moveable bridges and viaducts; maintenance and repair of all streets and bridges including cleaning, snow removal and ice control, crack sealing and maintenance of all streets and boulevards; maintenance of all traffic control devices, determination and layout of all parking restrictions, design and placement of all traffic markings, traffic signs and traffic control devices; collection and control of all solid waste and recycling; purchase, repair and maintain the City's vehicle fleet. This Department also coordinates the functions of its Divisions with other Departments and offices of the City, and with Federal, State, County, and neighboring municipal agencies.

PROGRAM NAME: ADMINISTRATION

OBJECTIVES: Control and supervise all activities and personnel of the Office of Administration; shall coordinate departmental support for the various divisions of the Department of Public Works in the areas of personnel, legislation, budgeting, purchasing, information technology and in such additional areas as are determined to be necessary by the Director of Public Works for the efficient operation of the Department; and shall perform such other duties as may from time to time be required by ordinance or by the Director of Public Works.

ACTIVITIES: Coordinate and enforce all personnel, budget & purchasing, legislation and information technology policies and procedures. Enforce disciplinary actions, prepare and monitor budget revenue and expenditures. Manage technology projects and department specific software/hardware functions. Prepare and process legislation for the Department.

PROGRAM NAME: OPERATIONS

OBJECTIVES: To provide successful management of all operational activities with the Department of Public works.

ACTIVITIES: Coordinate the operations of the divisions of Motor Vehicle, Park Maintenance, Parking Facilities, Property Management, Streets, Traffic Engineering, and Waste Collection.

PROGRAM NAME: RECREATION AND SPECIAL EVENTS

OBJECTIVES: To coordinate and manage events within the City of Cleveland. To improve community awareness of programs and activities provided by the Department of Public Works. To provide recreation and leisure opportunities at the City's recreation facilities for Cleveland area residents of all ages. To provide a venue for meetings, trade shows and theatrical events.

ACTIVITIES: Schedule vendor meetings as needed to ensure vendors have the required information to carry out events. Establish event calendars and other promotional literature to market department assets. Provide year round recreation programming and activity. Provide efficient operation of the Public Auditorium and the West Side Market.



Department of Public Works

PUBLIC WORKS ADMINISTRATION

Expenditures

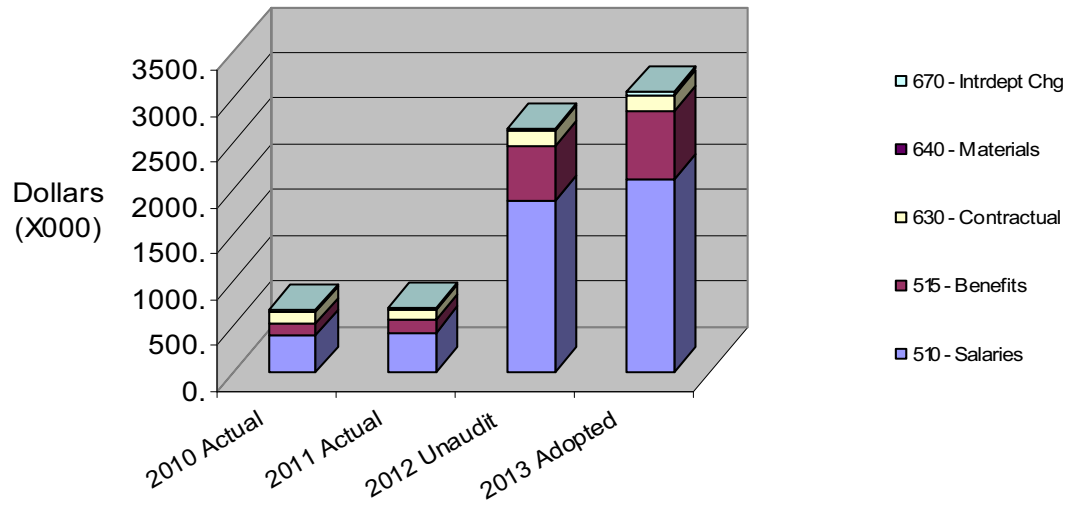
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 402,614	\$ 425,969	\$ 1,794,901	\$ 2,079,212
Longevity	—	3,175	14,800	16,050
Separation Payments	—	—	47,322	—
Overtime	—	—	2,295	—
	\$ 402,614	\$ 429,144	\$ 1,859,317	\$ 2,095,262
Benefits				
Hospitalization	\$ 45,437	\$ 44,930	\$ 260,000	\$ 328,747
Flex Save Admin Fees	—	—	180	—
Prescription	9,006	9,095	44,706	55,126
Dental	2,981	3,272	17,715	22,769
Vision Care	353	391	1,800	2,112
Public Employees Retire System	63,897	59,776	246,228	292,239
Fica-Medicare	3,893	4,132	20,196	24,354
Workers' Compensation	4,721	7,274	6,576	27,382
Life Insurance	308	311	1,495	1,674
Clothing Allowance	—	—	400	400
Clothing Maintenance	—	—	150	150
	\$ 130,597	\$ 129,181	\$ 599,448	\$ 754,953
Other Training & Professional Dues				
	\$ —	\$ —	\$ —	\$ —
Contractual Services				
Parking In City Facilities	\$ 3,775	\$ 5,056	\$ 5,081	\$ 4,620
Insurance And Official Bonds	—	—	100	—
Property Rental	110,466	110,466	166,347	166,986
Other Contractual	—	1,122	—	—
	\$ 114,241	\$ 116,644	\$ 171,528	\$ 171,606
Materials & Supplies				
Office Supplies	\$ —	\$ 460	\$ —	\$ —
Hygiene And Cleaning Supplies	—	139	—	—
Other Supplies	—	—	—	1,700
Special Events Supplies	1,500	100	1,180	1,180
Just In Time Office Supplies	1,030	—	2,735	3,000
	\$ 2,530	\$ 699	\$ 3,915	\$ 5,880
Interdepart Service Charges				
Charges From Telephone Exch	\$ 18,009	\$ 15,679	\$ 16,746	\$ 17,988
Charges From Radio Comm System	185	202	202	157
Charges From Print & Repro	3,632	5,777	6,149	5,772
Charges From Central Storeroom	2,268	1,715	1,055	1,678
Charges From M.V.M.	233	1,080	56	47
	\$ 24,327	\$ 24,454	\$ 24,209	\$ 25,642
	\$ 674,308	\$ 700,122	\$ 2,658,417	\$ 3,053,343

PUBLIC WORKS ADMINISTRATION

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 86,109	\$ 102,689	\$ 77,227	\$ 44,500
Miscellaneous	76,357	5,085	16,207	—
Sale Of City Assets	20,000	70,000	—	—
	\$ 182,466	\$ 177,774	\$ 93,434	\$ 44,500

Public Works Administration Expenditures by Appropriation





Department of Public Works

PUBLIC WORKS ADMINISTRATION

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Asst. Director of Public Works	36,590.39	142,340.94
1	1	1	Deputy Commissioner of Recreation	26,273.96	82,493.55
1	1	1	Deputy Commissioner of Parks & Urban Forestry	26,273.96	82,493.55
1	1	1	Director of Public Works	50,795.81	176,729.77
1	1	1	Manager of Events	23,647.11	78,080.22
1	1	1	Manager of Marketing	30,214.95	103,869.21
1	1	1	Secretary to the Director	36,590.39	142,340.94
7	7	7			
<u>ADMINISTRATIVE SUPPORT</u>					
1	0	0	Administrative Officer	20,800.00	52,979.99
2	1	1	Chief Clerk	22,050.00	47,550.25
1	1	1	Senior Clerk	12.47	16.58
2	2	2	Principal Clerk	14.88	20.10
3	3	3	Junior Personnel Assistant	20,800.00	39,367.76
1	1	1	Private Secretary to the Director	20,800.00	47,550.25
10	8	8			
<u>PROFESSIONALS</u>					
0	1	1	Accountant IV	20,800.00	59,419.42
1	0	1	Administrative Manager	27,193.55	101,816.22
3	3	4	Assistant Administrator	20,800.00	56,847.22
1	1	1	Assistant Manager of Audit Cont/Per	20,092.80	58,837.68
1	1	1	Assistant Manager of Marketing	20,800.00	56,847.22
1	1	1	Assistant Manager of Recreation	20,092.80	56,847.22
3	2	3	Budget Analyst	20,800.00	53,011.19
1	1	1	Data Base Administrator	39,937.34	109,791.53
0	1	1	Deputy Project Director	20,092.80	62,836.42
1	1	2	Personnel Administrator	26,273.96	82,493.55
2	2	2	Project Coordinator	27,325.56	90,294.89
1	0	0	Project Director	22,333.40	80,282.43
3	2	2	Senior Budget and Management Analyst	26,273.96	78,265.22
2	2	2	Senior Personnel Assistant	20,800.00	50,162.59
20	18	22			
<u>TECHNICIANS</u>					
1	1	1	Accident & Safety Inspector	20.36	22.36
1	1	1			
38	34	38	TOTAL FULL TIME		
38	34	38	TOTAL DIVISION		

DIVISION OF RECREATION

Samuel Gissentaner, Interim Commissioner

Mission Statement

To provide recreation opportunities for Cleveland area residents of all age groups.

The Division of Recreation operates 18 recreation centers, 1 outpost (Alta House), 1 arts center, 17 indoor pools, 22 outdoor pools, permits 155 ball-fields, (4 ball-field complexes), 1 outdoor ice skating rink, 1 indoor roller skating rink, 1 residential camp, and 2 golf courses. Each facility provides recreational opportunities for all ages and interest groups. The involvement of neighborhood residents will continue to be a priority via advisory councils that assist with program and evaluation.

PROGRAM NAME: CAMPING

OBJECTIVES: To provide recreational opportunities for youth services involving camping and other outdoor environmental activities.

ACTIVITIES: Operate a summer residential camp program for youth between the ages 9 to 13. Conduct a day camp program for seniors in conjunction with various senior centers throughout the City of Cleveland. Conduct a holistic life program for youth in Conjunction with Cleveland Public Schools.

PROGRAM NAME: CULTURAL ARTS

OBJECTIVES: To provide cultural arts to City residents.

ACTIVITIES: Organize programs in drama, dance, painting, drawing, cartoon arts, ceramics, and weaving.

PROGRAM NAME: GOLF COURSE OPERATION

OBJECTIVES: To provide quality golfing opportunities at 36- hole facilities.

ACTIVITIES: Maintaining grounds and building. Regulating golf play and facilitating league and tournament play.

PROGRAM NAME: ORGANIZED SPORTS

OBJECTIVES: To provide ongoing planning, development and coordination of a variety of sports programs, both competitive and non-competitive.

ACTIVITIES: Promotes league play in basketball, baseball, softball, football, soccer etc.

PROGRAM NAME: RECREATION CENTERS

OBJECTIVES: To provide year around recreation facilities and programs to City residents.

ACTIVITIES: Operate and maintain recreation centers.

PROGRAM NAME: SUMMER FOOD PROGRAM

OBJECTIVES: To supplement the dietary requirements of children during the summer.

ACTIVITIES: Provide free meals for City of Cleveland youth 18 years of age and under.

PROGRAM NAME: SUMMER PROGRAMS

OBJECTIVES: To provide supplemental recreation activities to City residents during the summer season.

ACTIVITIES: Conduct activities in pools, ball-fields, and in recreation centers.



Department of Public Works

DIVISION OF RECREATION

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 4,650,112	\$ 4,299,885	\$ 3,742,486	\$ 4,087,027
Seasonal	880,805	816,037	913,201	977,221
Part-Time Permanent	642,329	670,409	943,180	998,577
Injury Pay	—	—	102	—
Student Trainees	—	—	3,137	—
School Guards	71,854	591	4,370	—
Longevity	2,200	43,675	37,975	44,100
Separation Payments	67,480	73,860	50,985	30,000
Overtime	160,573	91,992	141,866	72,900
	\$ 6,475,353	\$ 5,996,449	\$ 5,837,302	\$ 6,209,825
Benefits				
Hospitalization	\$ 945,677	\$ 828,679	\$ 747,710	\$ 808,258
Flex Save Admin Fees	—	—	180	—
Prescription	189,445	174,815	161,800	166,646
Dental	63,395	61,605	56,566	60,364
Vision Care	9,766	8,820	7,631	7,691
Public Employees Retire System	1,017,978	836,203	812,845	865,176
Fica-Medicare	81,874	74,166	74,601	82,513
Workers' Compensation	189,368	241,597	199,779	194,752
Life Insurance	6,390	5,640	4,824	4,866
Unemployment Compensation	38,577	114,811	89,993	50,000
Clothing Allowance	—	800	400	400
Clothing Maintenance	1,800	1,950	1,575	1,575
	\$ 2,544,271	\$ 2,349,086	\$ 2,157,903	\$ 2,242,241
Other Training & Professional Dues				
Travel	\$ 84	\$ —	\$ —	\$ 180
Tuition & Registration Fees	624	660	300	300
Professional Dues & Subscript	—	—	—	360
	\$ 708	\$ 660	\$ 300	\$ 840
Utilities				
Brokered Gas Supply	\$ 356,650	\$ 516,136	\$ 257,902	\$ 319,688
Gas	371,085	355,978	236,279	274,144
Electricity - Cpp	904,583	840,863	1,066,568	902,937
Electricity - Other	176,733	155,518	122,186	163,639
Security & Monitoring System	8,925	11,235	25,136	15,000
Contractual Utilities	54,081	94,933	37,403	99,000
	\$ 1,872,057	\$ 1,974,663	\$ 1,745,474	\$ 1,774,408
Contractual Services				
Professional Services	\$ 52,806	\$ 23,033	\$ 27,197	\$ 33,780
Mileage (Private Auto)	1,109	1,164	1,076	1,000
Advertising And Public Notice	329	—	—	—
Parking In City Facilities	7,043	13,891	8,458	7,840
Other Contractual	1,023,906	1,272,721	1,461,369	1,281,609
	\$ 1,085,193	\$ 1,310,809	\$ 1,498,100	\$ 1,324,229

DIVISION OF RECREATION

Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Materials & Supplies				
Office Supplies	\$ —	\$ 2,968	\$ —	\$ —
Chemical	93,529	77,350	77,515	77,400
Clothing	2,759	3,049	8,175	2,835
Hardware & Small Tools	1,650	1,456	—	—
Small Equipment	582	4,756	1,000	8,000
Electrical Supplies	—	—	—	2,250
Hygiene And Cleaning Supplies	2,534	3,277	5,478	3,600
Aquatics (Pool) Supplies	18,343	26,868	28,363	27,000
Playground Equipment And Suppl	11,925	12,689	8,204	15,000
Medical Supplies	1,343	2,196	7,997	1,350
Food	31,527	30,270	29,792	27,000
Paper And Other Printing Suppl	—	—	1,373	1,350
Other Supplies	11,796	8,729	20,127	3,800
Arts & Crafts Supplies	31,473	17,302	17,537	28,800
Sporting Goods Supplies	26,292	19,574	16,634	32,770
Just In Time Office Supplies	5,398	1,042	4,561	8,300
Building Maintenance Supplies	1,656	—	2,758	—
	\$ 240,807	\$ 211,526	\$ 229,513	\$ 239,455
Maintenance				
Maintenance Contracts	\$ 19,922	\$ 3,760	\$ 3,996	\$ 3,600
Maintenance Machinery & Tools	—	8,000	8,398	8,000
Maintenance Fire Apparatus	—	4,000	2,394	7,000
Car Washes	1,000	449	—	450
Maintenance Misc. Equipment	11,730	4,575	3,775	4,000
Maintenance Building	—	—	300	—
	\$ 32,653	\$ 20,784	\$ 18,863	\$ 23,050
Claims, Refunds, Maintenance				
	\$ —	\$ —	\$ —	\$ —
Interdepart Service Charges				
Charges From Telephone Exch	\$ 95,798	\$ 84,852	\$ 102,945	\$ 295,062
Charges From Radio Comm System	1,460	1,387	1,965	3,545
Charges From W.P.C.	—	—	2,880	—
Charges From Print & Repro	16,010	23,353	24,130	23,052
Charges From Central Storeroom	1,057	1,002	593	910
Charges From M.V.M.	152,941	172,440	202,190	170,046
Charges From Waste Collection	15,544	18,357	19,204	10,000
	\$ 282,810	\$ 301,392	\$ 353,907	\$ 502,615
	\$ 12,533,852	\$ 12,165,370	\$ 11,841,361	\$ 12,316,663



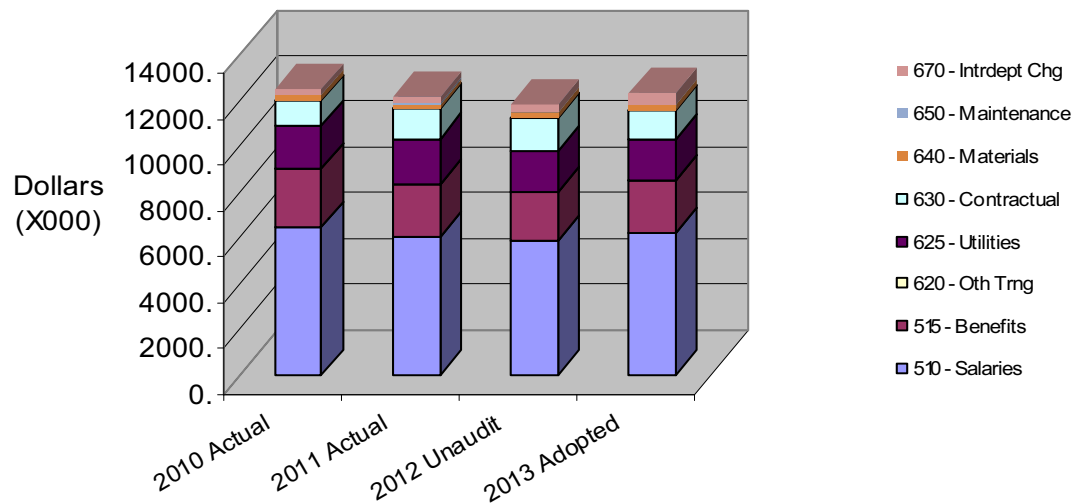
Department of Public Works

DIVISION OF RECREATION

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 16,535	\$ 17,427	\$ 17,048	\$ 15,000
Licenses & Permits	4,037	9,178	3,092	—
Miscellaneous	28,057	91,903	13,401	9,000
	\$ 48,629	\$ 118,508	\$ 33,542	\$ 24,000

Recreation Expenditures by Appropriation



DIVISION OF RECREATION

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Commissioner of Recreation	42,758.15	147,661.45
2	2	2	Deputy Commissioner of Recreation	26,273.96	82,493.55
6	6	6	Manager of Recreation	40,000.00	78,080.22
9	9	9			
<u>ADMINISTRATIVE SUPPORT</u>					
11	11	11	Junior Clerk	11.97	14.14
1	1	1	Private Secretary	10.00	21.21
2	2	2	Secretary	10.00	17.69
14	14	14			
<u>PROFESSIONALS</u>					
0	1	1	Administrative Manager	27,193.55	101,816.22
7	5	5	Assistant Manager of Recreation	20,092.80	56,847.22
1	1	1	Deputy Project Director	20,092.80	62,836.42
0	0	1	Project Coordinator		
22	20	23	Recreation Center Manager	32,500.00	71,750.00
1	0	0	Senior Personnel Assistant	20,800.00	50,162.59
31	27	31			
<u>SERVICE & MAINTENANCE</u>					
1	0	0	Mechanical Handyman	16.62	18.62
1	1	1	Municipal Service Laborer	15.95	17.95
2	1	1			
<u>TECHNICIAN</u>					
20	19	20	Physical Director	10.00	19.93
1	0	1	Recreation Instructor I	10.00	17.45
35	28	30	Recreation Instructor II	10.00	18.11
4	3	3	Recreation Instructor III	10.00	19.16
60	50	54			
116	101	109	TOTAL FULL TIME		
153	114	188	TOTAL PART TIME		
216	8	261	TOTAL SEASONAL*		
485	223	558	TOTAL DIVISION		

* Seasonals are reflected during peak periods, May - September



Department of Public Works

DIVISION OF PROPERTY MANAGEMENT

Thomas A. Nagel, Commissioner

Mission Statement

Provide the City of Cleveland's various general fund and selected enterprise units a facilities maintenance service to propagate clean, safe and energy efficient facilities

PROGRAM NAME: BUILDING OPERATIONS & MAINTENANCE

OBJECTIVES: To provide equipment operators and repair technicians for building HVAC, emergency systems and equipment, power distribution, lighting, and other functions necessary to operate a public facility.

ACTIVITIES: Operate chillers, boilers, and fans. Maintain comfortable building interior temperatures throughout the various seasons. Maintain emergency systems in readiness and keep operational during actual emergencies. Perform the various maintenance and repair functions needed to keep a public facility operational.

PROGRAM NAME: CAPITAL REPAIRS & IMPROVEMENTS

OBJECTIVES: To provide in-house labor for emergency repairs and planned improvements to City buildings infrastructures.

ACTIVITIES: Repair, replace and/or add large mechanical, electrical, and plumbing systems and equipment. Perform related duties upon doors, windows, roofs, walls, ceilings, sidewalks, driveways, sewers and landscape irrigation systems. Remodel interior spaces to accommodate changes in use of the facility or changes to existing operations.

PROGRAM NAME: FACILITIES SECURITY

OBJECTIVES: Provide point of entry security at City Hall and Hough Multi Purpose buildings.

ACTIVITIES: Assign Guards to these buildings during operating hours for the purpose of public safety while visiting the facility. Maintain electronic surveillance systems, security and burglar monitoring systems.

PROGRAM NAME: HOUSEKEEPING SERVICES

OBJECTIVES: To provide for routine and daily cleaning of selected facilities throughout the city.

ACTIVITIES: Assign Custodial personnel at facilities in need of daily cleaning due to heavy use by the general public and/or employees. Provide roving cleaning crews weekly to facilities that do not have a heavy usage pattern. Facilitate the timely removal of trash from buildings and provide preventive pest control.

DIVISION OF PROPERTY MANAGEMENT

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 3,424,297	\$ 3,278,198	\$ 3,286,906	\$ 3,858,189
Part-Time Permanent	33,760	34,099	35,000	36,500
Injury Pay	1,534	—	2,333	—
Longevity	8,250	38,350	30,875	29,950
Separation Payments	52,529	90,497	39,629	—
Overtime	216,020	231,466	260,319	184,979
	\$ 3,736,389	\$ 3,672,610	\$ 3,655,061	\$ 4,109,618
Benefits				
Hospitalization	\$ 597,175	\$ 562,735	\$ 518,850	\$ 609,401
Flex Save Admin Fees	—	—	60	—
Prescription	114,790	110,277	107,743	120,124
Dental	41,002	39,751	37,699	44,109
Vision Care	4,221	4,185	4,002	4,396
Public Employees Retire System	577,637	502,586	504,649	575,347
Fica-Medicare	44,777	47,154	47,790	50,420
Workers' Compensation	273,852	321,443	155,804	261,099
Life Insurance	3,679	3,304	3,158	3,534
Unemployment Compensation	(54)	17,816	3,894	—
Clothing Allowance	1,470	2,170	2,010	2,710
Tool Insurance	1,350	1,350	1,050	1,050
Clothing Maintenance	7,425	8,025	7,300	8,200
	\$ 1,667,322	\$ 1,620,796	\$ 1,394,009	\$ 1,680,390
Other Training & Professional Dues				
Tuition & Registration Fees	\$ —	\$ 150	\$ —	\$ 650
Professional Dues & Subscript	703	230	360	650
	\$ 703	\$ 380	\$ 360	\$ 1,300
Utilities				
Brokered Gas Supply	\$ 34,553	\$ 11,616	\$ 19,010	\$ 8,700
Sewer-Other	—	—	—	200
Gas	19,961	38,532	14,394	28,000
Electricity - Cpp	470,879	447,059	450,287	427,285
Electricity - Other	420,332	382,548	335,687	373,450
Steam	1,051,612	925,503	926,038	893,370
Security & Monitoring System	—	348	4,400	—
	\$ 1,997,338	\$ 1,805,606	\$ 1,749,816	\$ 1,731,005
Contractual Services				
Security Services	\$ 78,315	\$ 67,059	\$ 45,708	\$ 75,000
Parking In City Facilities	1,898	5,521	4,681	3,600
Other Contractual	18,201	38,303	534,800	34,800
	\$ 98,414	\$ 110,882	\$ 585,188	\$ 113,400



Department of Public Works

DIVISION OF PROPERTY MANAGEMENT

Expenditures (Continued)

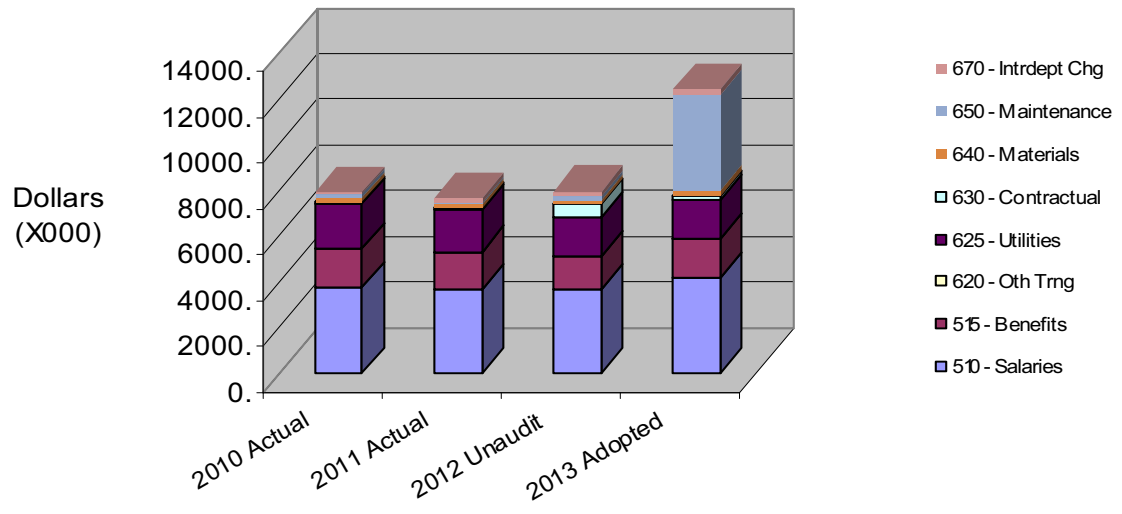
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Materials & Supplies				
Office Supplies	\$ —	\$ 442	\$ —	\$ —
Chemical	—	—	—	4,500
Clothing	8,555	4,544	9,651	10,000
Hardware & Small Tools	—	—	—	1,000
Boilers, Heaters & Cool Equip	—	4	—	—
Electrical Supplies	29,278	16,850	14,355	45,000
Hygiene And Cleaning Supplies	88,044	124,192	98,467	165,000
Doors, Shutters And Windows	4,000	—	—	—
Plumbing Supplies And Equip	—	62	—	—
Heating And Air Filters	—	—	12,000	5,000
Medical Supplies	—	—	—	800
Other Supplies	—	310	17,304	—
Safety Equipment	5,000	—	—	2,500
Just In Time Office Supplies	603	142	1,254	1,750
Building Maintenance Supplies	11,387	2,569	6,768	14,950
	\$ 146,867	\$ 149,115	\$ 159,798	\$ 250,500
Maintenance				
Maintenance Contracts	\$ 2,000	\$ 2,000	\$ —	\$ 5,400
Maintenance Machinery & Tools	64,128	43,798	132,439	125,000
Maintenance Fire Apparatus	69,000	30,000	70,000	70,000
Maintenance Utility Systems	—	—	1,000	1,000
Maintenance Building	1,644	2,251	5,784	4,008,100
	\$ 136,772	\$ 78,049	\$ 209,222	\$ 4,209,500
Interdepart Service Charges				
Charges From Telephone Exch	\$ 33,509	\$ 31,949	\$ 31,269	\$ 33,839
Charges From Radio Comm System	3,441	3,835	3,136	6,285
Charges From Water	231	—	—	450
Charges From W.P.C.	1,384	461	922	900
Charges From Print & Repro	3,084	5,133	2,912	3,354
Charges From Central Storeroom	64	51	67	70
Charges From M.V.M.	98,148	134,832	140,792	118,409
Charges From Waste Collection	7,035	12,802	5,118	50,000
Charges From Parks Maintenance	102	116	—	—
Charges From Community Develop	—	—	—	2,700
	\$ 146,995	\$ 189,179	\$ 184,217	\$ 216,007
	\$ 7,930,801	\$ 7,626,617	\$ 7,937,672	\$ 12,311,720

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 448,850	\$ 469,517	\$ 537,939	\$ 451,312
Miscellaneous	1,379,660	1,383,724	869,402	1,300,000
	\$ 1,828,509	\$ 1,853,241	\$ 1,407,341	\$ 1,751,312

DIVISION OF PROPERTY MANAGEMENT

Property Management Expenditures by Appropriation





Department of Public Works

DIVISION OF PROPERTY MANAGEMENT

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Commissioner of Property Management	45,201.46	146,558.11
1	1	1	Manager of Enterprise Unit	23,647.11	78,080.22
1	1	1	Manager of General Maintenance	23,647.11	78,080.22
3	3	3			
<u>ADMINISTRATIVE SUPPORT</u>					
1	1	1	Private Secretary	10.00	21.21
1	0	0	Senior Clerk	12.47	16.58
2	1	1			
<u>PROFESSIONALS</u>					
0	0	1	Administrative Manager	27,193.55	101,816.22
2	2	2	Assistant Custodian	20,800.00	48,464.13
1	1	1	Building Manager	23,647.11	78,080.22
6	6	6	Building Stationary Engineer	18.52	19.33
9	9	10			
<u>SERVICE & MAINTENANCE</u>					
30	26	27	Custodial Worker	10.00	14.97
1	1	1	Custodial Worker Supervisor	18.72	20.72
1	1	1	Custodian	26,273.96	70,807.15
1	1	1	Greenskeeper	20.97	22.97
2	2	2	Guard	10.00	17.39
0	1	1	Mechanical Handyman	16.62	18.62
6	9	9	Municipal Service Laborer	15.95	17.95
41	41	42			
<u>SKILLED CRAFT</u>					
1	1	1	Chief Building Stationary Engineer	19.80	20.64
2	2	2	Carpenter	35.24	44.05
1	1	1	Carpenter Unit Leader	35.93	36.49
1	1	1	Cement Finisher	35.89	44.86
4	4	4	Electrical Worker	44.23	55.29
2	2	2	Painter	31.22	39.03
1	1	1	Painter Foreman	31.87	32.47
1	1	1	Plasterer	34.86	43.58
5	4	6	Plumber	43.38	54.23
1	1	0	Plumber Foreman	43.51	44.63
1	1	1	Roofer	35.92	44.90
1	1	1	Sheetmetal Worker	44.11	55.14
21	20	21			
76	74	77	TOTAL FULL TIME		
1	1	1	TOTAL PART TIME		
77	75	78	TOTAL DIVISION		

DIVISION OF PARK MAINTENANCE AND PROPERTIES

Richard L. Silva, Commissioner

Mission Statement

To provide the City and its neighborhoods with safe and well-maintained parks, trees, gardens, vacant lots, and .

PROGRAM NAME:

OBJECTIVES: To provide for burials and maintenance to Cleveland's Cemetery properties.

ACTIVITIES: Maintain grounds. Provide burial services.

PROGRAM NAME: FIELD MAINTENANCE

OBJECTIVES: To maintain athletic fields and other grounds.

ACTIVITIES: To drag and line ball diamonds to maintain athletic recreational fields and properties.

PROGRAM NAME: HORTICULTURE, MALL, AND CULTURAL GARDENS

OBJECTIVES: To operate the City Greenhouse.

ACTIVITIES: Develop and maintain an awareness and appreciation of natural foliage in formal gardens and park areas. Propagate plant material for seasonal displays. Plant and maintain formal gardens, plazas, malls, and other formal park areas. Provide educational and recreational programs related to horticulture and plant life development.

PROGRAM NAME: LOT CUTTING AND CLEANING

OBJECTIVES: To keep vacant lots within the City aesthetically pleasing and to eliminate health and safety hazards.

ACTIVITIES: Cut weeds and remove debris from vacant lots. Investigate Protests related to bills for Vacant Lot cleaning activities.

PROGRAM NAME: PARKS GROUND MAINTENANCE

OBJECTIVES: To provide pleasant and attractive public areas.

ACTIVITIES: Cut grass, seed, edge, prune trees and underbrush, mulch, remove debris, etc.

PROGRAM NAME: SNOW REMOVAL

OBJECTIVES: To provide access around City Hall, Public Square and quadrants, Malls A, B and C, and other City facilities as directed

ACTIVITIES: Remove snow from around recreation centers, sidewalks, parking lots, walkways, bus stops and fire hydrants on City property.

PROGRAM NAME: URBAN FORESTRY

OBJECTIVES: To provide a safe and hazard-free urban forest while striving to preserve its natural beauty.

ACTIVITIES: Remove dead and hazardous trees. Prevent unsafe conditions relating to tree growth. Trim trees for clearance of streetlights, traffic signals and signs, pedestrian and vehicular traffic, as well as building clearance. Remove overgrown tree roots that cause raised sidewalks, and overgrown tree lawns. Provide public information regarding the care of trees to concerned citizens.



Department of Public Works

DIVISION OF PARK MAINTENANCE AND PROPERTIES

PROGRAM NAME: VEHICLE AND EQUIPMENT REPAIR

OBJECTIVES: To provide mechanical services to off road equipment and vehicles (first echelon maintenance).

ACTIVITIES: Repair mowers, tractors, trimmers, turf vacs, leaf blowers, weed eaters, chain saws, mounted equipment, and assorted hand held equipment.

PROGRAM NAME: WAREHOUSE / OPERATIONS HEADQUARTERS

OBJECTIVES: To provide and accurately define the duties and assignments of personnel in order to provide maximum service levels and to provide adequate storage and maintenance of tools and equipment.

ACTIVITIES: Planning research reports and deliveries. Maintain the warehouse and its grounds.

DIVISION OF PARK MAINTENANCE AND PROPERTIES

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 4,734,749	\$ 4,744,940	\$ 4,287,002	\$ 4,777,351
Seasonal	421,465	427,707	891,068	1,263,771
Injury Pay	—	2,127	—	—
Longevity	50,050	58,200	53,900	52,300
Separation Payments	31,947	74,620	107,424	—
Overtime	84,994	117,904	111,327	123,930
	\$ 5,323,204	\$ 5,425,497	\$ 5,450,720	\$ 6,217,352
Benefits				
Hospitalization	\$ 1,052,850	\$ 1,003,391	\$ 900,151	\$ 976,544
Flex Save Admin Fees	—	—	120	—
Prescription	175,409	171,225	162,483	173,752
Dental	67,197	69,034	63,770	69,877
Vision Care	6,255	6,446	6,001	6,174
Public Employees Retire System	829,412	750,158	747,656	870,425
Fica-Medicare	61,866	64,379	67,510	80,666
Workers' Compensation	322,444	305,810	222,627	171,608
Life Insurance	5,389	5,205	4,611	4,832
Unemployment Compensation	111,838	153,322	84,030	50,000
Clothing Allowance	890	37,601	34,450	33,400
Tool Insurance	2,750	2,750	2,750	2,750
Clothing Maintenance	1,037	14,750	14,393	13,350
	\$ 2,637,337	\$ 2,584,071	\$ 2,310,552	\$ 2,453,378
Other Training & Professional Dues				
Tuition & Registration Fees	\$ 430	\$ 395	\$ 325	\$ 325
Professional Dues & Subscript	—	—	—	100
	\$ 430	\$ 395	\$ 325	\$ 425
Utilities				
Brokered Gas Supply	\$ 82,015	\$ 91,109	\$ 57,034	\$ 66,300
Gas	54,604	73,847	38,756	53,726
Electricity - Cpp	397,178	395,724	394,679	374,298
Electricity - Other	45,236	35,561	38,494	33,950
Steam	23,258	15,356	11,657	14,550
Security & Monitoring System	6,925	3,300	3,851	4,939
	\$ 609,216	\$ 614,897	\$ 544,470	\$ 547,763
Contractual Services				
Professional Services	\$ 15,880	\$ 3,810	\$ —	\$ 1,500
Referee Services	675	375	—	1,663
Waste Disposal	3,854	3,476	3,281	2,800
Medical Services	1,411	1,756	1,336	1,350
Parking In City Facilities	3,352	3,070	2,265	660
Property Rental	43,676	43,676	43,676	43,676
Other Contractual	1,876,578	1,890,035	2,143,775	1,982,815
	\$ 1,945,426	\$ 1,946,199	\$ 2,194,333	\$ 2,034,464



Department of Public Works

DIVISION OF PARK MAINTENANCE AND PROPERTIES

Expenditures (Continued)

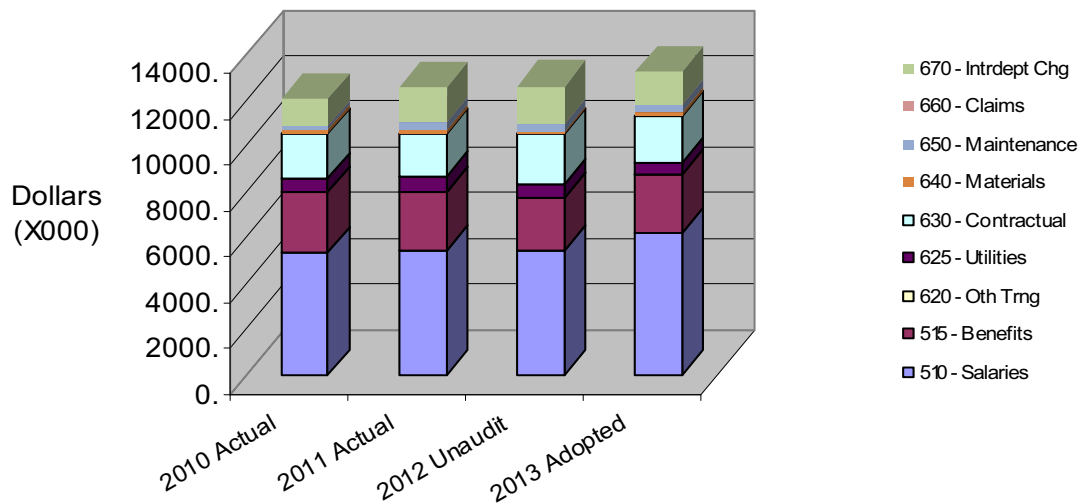
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Materials & Supplies				
Computer Software	\$ —	\$ 2,950	\$ —	\$ —
Chemical	1,505	—	—	900
Salt & De-Icer	6,694	9,905	—	7,200
Clothing	619	847	1,083	1,000
Hardware & Small Tools	8,572	1,934	7,852	8,100
Welding Supplies & Equipment	1,800	—	—	—
Seed, Fertilizer & Herbicide	18,936	11,204	4,348	18,000
Small Equipment	7,464	10,946	18,104	19,400
Fence, Posts & Bars	1,295	878	1,000	900
Hygiene And Cleaning Supplies	3,230	3,392	4,645	4,050
Clay, Soil & Turf	13,055	12,328	5,903	13,520
Playground Equipment And Suppl	5,975	5,159	14,854	14,854
Other Supplies	37,253	13,609	19,599	13,045
Sporting Goods Supplies	498	213	2,495	2,500
Safety Equipment	6,285	4,568	5,878	4,860
Greenhouse Maintenance Suppl	40,748	34,057	34,912	39,000
Just In Time Office Supplies	1,013	193	310	950
Misc Maintenance Supplies	—	13,712	11,890	11,890
	\$ 154,940	\$ 125,894	\$ 132,874	\$ 160,169
Maintenance				
Maintenance Contracts	\$ 9,000	\$ 7,200	\$ 7,200	\$ 7,200
Repair Parts	209,552	314,516	298,961	315,000
Maintenance Misc. Equipment	—	12	—	—
	\$ 218,552	\$ 321,728	\$ 306,161	\$ 322,200
Claims, Refunds, Maintenance				
Judgements, Damages, & Claims	\$ 4,788	\$ 6,330	\$ 28,467	\$ 3,500
Cuyahoga Cnty Payments/Refunds	—	744	—	—
	\$ 4,788	\$ 7,074	\$ 28,467	\$ 3,500
Interdepart Service Charges				
Charges From Telephone Exch	\$ 65,231	\$ 71,523	\$ 69,595	\$ 71,523
Charges From Radio Comm System	13,142	12,745	20,176	26,412
Charges From W.P.C.	—	1,128	16,811	—
Charges From Print & Repro	19,797	18,151	23,321	22,263
Charges From Central Storeroom	707	473	768	906
Charges From M.V.M.	884,037	1,170,791	1,226,434	1,124,970
Charges From Waste Collection	208,493	245,763	296,851	220,000
	\$ 1,191,406	\$ 1,520,574	\$ 1,653,955	\$ 1,466,074
	\$ 12,085,299	\$ 12,546,329	\$ 12,621,857	\$ 13,205,325

DIVISION OF PARK MAINTENANCE AND PROPERTIES

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 218,638	\$ 110,155	\$ 1,755,421	\$ 1,599,825
Licenses & Permits	2,577	3,354	186	—
Miscellaneous	124,104	101,985	88,218	81,360
	\$ 345,318	\$ 215,494	\$ 1,843,824	\$ 1,681,185

Park Maintenance Expenditures by Appropriation





Department of Public Works

DIVISION OF PARK MAINTENANCE AND PROPERTIES

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
2	0	0	Assistant Manager of Park Maint & Prop	47,132.80	54,440.26
1	1	1	Commissioner of Park Maint. & Properties	42,758.15	147,661.45
1	0	0	District Forester	31,043.38	58,345.07
3	3	3	Manager of Urban Forestry	22,333.40	74,106.01
7	4	4			
<u>ADMINISTRATIVE SUPPORT</u>					
1	2	2	Field Operations Forester	32,445.00	60,549.51
2	2	2	Senior Clerk	12.47	16.58
1	1	1	Storekeeper	16.66	20.76
4	5	5			
<u>PROFESSIONALS</u>					
2	2	3	Administrative Manager	27,193.55	101,816.22
2	2	3			
<u>SERVICE & MAINTENANCE</u>					
2	2	3	Gardener	17.80	19.80
13	12	12	Ground Maintenance Foreman	20.20	22.20
1	0	0	Ground Maintenance Worker	15.95	17.95
12	11	13	Ground Maintenance Truck Driver	12.34	19.53
2	1	2	Horticulturist Maintenance Foreman	22.63	24.63
42	39	42	Real Estate Maintenance Worker	16.86	18.86
72	65	72			
<u>SKILLED CRAFT</u>					
9	9	9	Arborist I	17.80	19.80
9	9	9	Arborist II	20.54	22.54
1	0	1	Automobile Repair Unit Leader	17.78	25.70
4	3	4	Automobile Repair Worker	12.60	21.18
23	21	23			
108	97	107	TOTAL FULL TIME		
268	300	305	TOTAL SEASONAL		
376	397	412	TOTAL DIVISION		

DIVISION OF WASTE COLLECTION AND DISPOSAL

Randell Scott, Interim Commissioner

Mission Statement

To reduce public health hazards resulting from refuse dumping in City of Cleveland neighborhoods by providing collection and appropriate disposal of residential, commercial, recyclable and city owned public area waste for the citizens of the City of Cleveland.

The division of Waste Collection is committed to providing an efficient collection and disposal service to approximately 152,000 dwelling units on a weekly basis. The waste collection process includes residential waste, recycling, bulk items, tires, receptacles, and dead animal collection.

In addition to the City's current method of waste collection, an automated Pilot Program begun in 2008 and is being provided to 40,000 Cleveland residents. The new system is significantly more efficient and user-friendly, and should encourage more participation in recycling, since items can be recycled curbside. Through this program, residents receive sturdy garbage carts for trash and recycling which can be wheeled to the curb. The new collection program will eventually be city-wide.

The City of Cleveland annually disposes of approximately 230,000 tons of debris. The majority of this debris is processed through the Ridge Road Transfer Station; a city owned operated facility, with a processing capacity of 3,000 tons per day. The remainder of the debris is disposed of via the use of privately owned landfills, Transfer Stations, or Processing Facilities.

In addition to the residential collection service, the Division of Waste Collection offers alternative ways of disposal via the Commercial Collection and Residential Dumping program. The Commercial Collection program provides permanent and temporary dumpster rental services to city residents, city facilities, and Cleveland area businesses at a competitive rate. The Residential Dumping program provides Cleveland residents the ability to dispose of regular solid waste and recyclables at the Ridge Road Transfer Station free of charge with proof of residency.

PROGRAM NAME: RESIDENTIAL COLLECTIONS/CURBSIDE RECYCLING

OBJECTIVES: To remove commingled recyclable commodities from the City's waste stream as well as putrescible and other waste from the City's environment.

ACTIVITIES: Provide weekly collection of solid waste and recyclables.
Conduct on-site inspections concerning appearance of areas served.
Provide weekly collection of bulk items.

PROGRAM NAME: WASTE DISPOSAL/COMMODITY PROCESSING

OBJECTIVES: To remove solid waste and to prepare recyclable commodities for marketing (i.e. soft/bale).

ACTIVITIES: Deliver collected waste to landfill sites.
Market and sell recyclables.
Collect tires for processing.
Operate transfer station.



Department of Public Works

DIVISION OF WASTE COLLECTION AND DISPOSAL

PROGRAM NAME: **ANCILLARY SERVICES**

OBJECTIVES: To improve the appearance of the City and contribute to the revitalization efforts being made in Downtown Cleveland.

ACTIVITIES: Clean up after special events in neighborhoods and downtown.

Improve the appearance of the West Side Market area, downtown streets and parks and municipal buildings.

Repair, replace and service outdoor waste receptacles.

Provide collection of dead animals.

Provide waste container rental through commercial waste collection service.

Provide administrative paper recycling.

DIVISION OF WASTE COLLECTION AND DISPOSAL

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 8,265,122	\$ 8,220,421	\$ 7,522,768	\$ 8,727,879
Seasonal	712,789	372,771	326,328	386,776
Part-Time Permanent	20,370	20,319	21,848	20,147
Injury Pay	20,156	3,541	1,689	—
Longevity	74,125	82,525	69,525	75,950
Separation Payments	11,150	192,664	85,112	—
Overtime	447,607	450,277	542,047	448,437
	\$ 9,551,319	\$ 9,342,518	\$ 8,569,316	\$ 9,659,189
Benefits				
Hospitalization	\$ 1,751,959	\$ 1,814,648	\$ 1,535,381	\$ 1,723,694
Flex Save Admin Fees	—	—	240	—
Prescription	271,617	278,429	249,363	272,740
Dental	110,802	120,364	106,801	118,127
Vision Care	10,887	11,633	10,778	11,270
Public Employees Retire System	1,513,733	1,284,728	1,189,163	1,352,285
Fica-Medicare	115,092	111,457	110,453	144,914
Workers' Compensation	1,554,506	805,583	925,510	817,365
Life Insurance	10,178	9,844	8,706	9,061
Unemployment Compensation	95,978	122,941	83,509	70,579
Clothing Allowance	4,200	83,600	78,300	78,835
Clothing Maintenance	850	28,050	26,250	26,000
	\$ 5,439,802	\$ 4,671,277	\$ 4,324,453	\$ 4,624,870
Other Training & Professional Dues				
Travel	\$ 2,480	\$ —	\$ 30	\$ 1,800
Tuition & Registration Fees	1,100	—	—	900
Mileage (Priv Auto) Trng Prps	—	100	—	90
Professional Dues & Subscript	342	181	—	270
	\$ 3,922	\$ 281	\$ 30	\$ 3,060
Utilities				
Brokered Gas Supply	\$ 108,950	\$ 94,649	\$ 71,950	\$ 68,858
Gas	113,538	82,487	43,343	60,009
Electricity - Cpp	226,973	181,242	167,485	170,531
	\$ 449,461	\$ 358,378	\$ 282,778	\$ 299,398



Department of Public Works

DIVISION OF WASTE COLLECTION AND DISPOSAL

Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Contractual Services				
Professional Services	\$ 9,920	\$ 9,999	\$ 79,299	\$ 10,000
Referee Services	—	—	—	250
Waste Disposal	5,984,634	6,231,095	6,134,730	5,972,153
Security Services	918	928	2,623	800
Janitorial Services	37	2,105	1,985	2,000
Medical Services	3,338	9,442	6,499	8,000
Waste Disposal Fee - Ohio EPA	1,116,027	1,432,524	1,295,566	1,398,235
Advertising And Public Notice	49,168	47,857	32,359	50,000
Program Promotion	4,766	5,742	8,672	10,000
Parking In City Facilities	844	1,585	971	1,100
Special Assessment	2,600	1,400	710	3,150
Refunds & Miscellaneous	—	57	—	—
Local Match-Grant Programs	—	15,630	25,421	50,000
Credit Card Processing Fees	10,554	16,517	15,518	16,000
	\$ 7,182,806	\$ 7,774,881	\$ 7,604,352	\$ 7,521,688
Materials & Supplies				
Office Supplies	\$ —	\$ 1,617	\$ —	\$ 1,500
Postage	51,000	33,122	19	53,550
Computer Supplies	1,630	802	—	800
Computer Software	—	—	4,440	—
Hardware & Small Tools	1,500	1,046	250	2,000
Small Equipment	34,250	—	—	—
Office Furniture & Equipment	—	—	399	—
Fence, Posts & Bars	—	—	—	1,000
Hygiene And Cleaning Supplies	1,868	991	2,640	4,500
Other Supplies	17,794	16,813	8,461	17,000
Safety Equipment	3,922	6,028	1,980	7,000
Just In Time Office Supplies	6,271	4,419	2,801	4,500
	\$ 118,235	\$ 64,838	\$ 20,991	\$ 91,850
Maintenance				
Maintenance Misc. Equipment	\$ 20,592	\$ 22,124	\$ 24,205	\$ 25,000
Maintenance Building	1,356	5,278	13,907	15,000
Repair Of Overhead Doors	—	5,000	5,000	5,000
	\$ 21,948	\$ 32,402	\$ 43,112	\$ 45,000
Claims, Refunds, Maintenance				
Judgements, Damages, & Claims	\$ 2,695	\$ 4,414	\$ 7,096	\$ 8,000
	\$ 2,695	\$ 4,414	\$ 7,096	\$ 8,000

DIVISION OF WASTE COLLECTION AND DISPOSAL

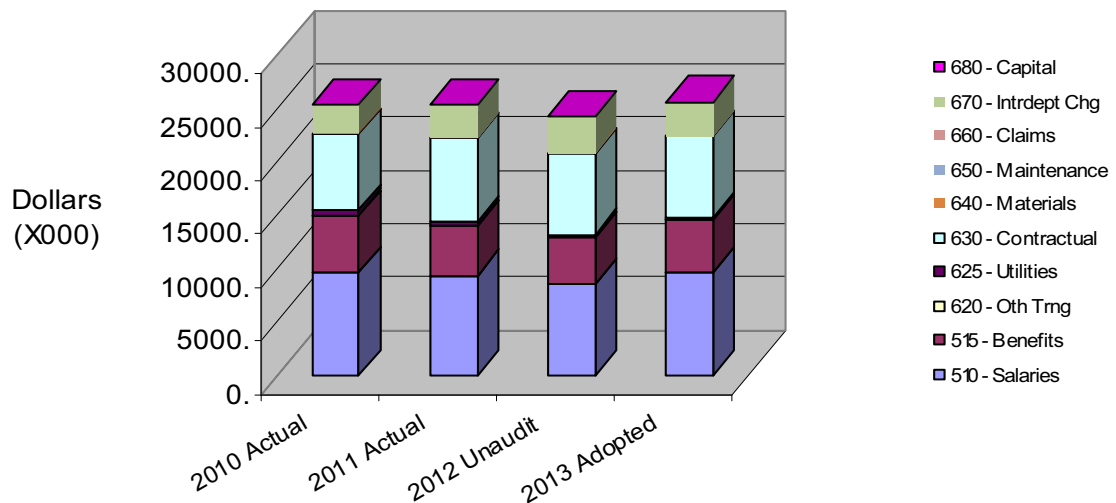
Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Interdepart Service Charges				
Charges From Telephone Exch	\$ 27,564	\$ 24,992	\$ 24,491	\$ 26,856
Charges From Radio Comm System	30,618	49,289	98,898	85,732
Charges From W.P.C.	2,921	—	3,920	—
Charges From Print & Repro	26,373	54,842	58,453	60,000
Charges From Central Storeroom	3,466	4,550	985	2,000
Charges From M.V.M.	2,495,720	2,984,500	3,199,332	2,949,870
	\$ 2,586,662	\$ 3,118,173	\$ 3,386,079	\$ 3,124,458
Capital Outlay				
Computer Hardware	\$ —	\$ —	\$ 3,756	\$ —
	\$ —	\$ —	\$ 3,756	\$ —
	\$ 25,356,850	\$ 25,367,162	\$ 24,241,962	\$ 25,377,513

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 9,025,603	\$ 13,629,665	\$ 14,321,167	\$ 13,982,325
Grant Revenue	—	—	3,500	—
Licenses & Permits	1,011	—	1,769	—
Miscellaneous	37,863	18,355	2,786	500
Interest Earnings/Investment Income	—	36	—	—
	\$ 9,064,477	\$ 13,648,056	\$ 14,329,222	\$ 13,982,825

Waste Collection & Disposal Expenditures by Appropriation





Department of Public Works

DIVISION OF WASTE COLLECTION AND DISPOSAL

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
5	4	5	Asst. Superintendent of Waste Collection	25.54	27.54
1	1	1	Commissioner of Waste Collection & Disposal	40,314.82	132,061.11
1	1	1	General Superintendent of Waste Collection	30,473.96	63,768.11
7	6	7			
<u>PROFESSIONALS</u>					
1	0	0	Deputy Project Director	20,092.80	62,836.42
1	1	1	Project Director	22,333.40	80,282.43
2	1	1			
<u>SKILLED CRAFT</u>					
2	2	2	Construction Equipment Operator Group B	37.92	47.40
2	2	2			
<u>SERVICE & MAINTENANCE</u>					
1	1	1	Labor Foreman	20.19	22.19
4	4	4	Municipal Service Laborer	15.95	17.95
2	0	2	Transfer Station Attendant	21.32	23.32
72	58	82	Waste Collection Driver	12.33	19.51
9	8	9	Waste Collection Foreman	20.19	22.19
4	3	4	Waste Collection Foreman I	22.13	24.13
126	104	116	Waste Collector	15.95	17.95
218	178	218			
<u>TECHNICIANS</u>					
0	0	1	Software Analyst	45,000.00	87,241.22
2	1	2	Radio Operator	18.25	20.25
2	1	3			
231	188	231	TOTAL FULL TIME		
10	8	10	TOTAL SEASONAL (Average) *		
1	1	1	TOTAL PART TIME		
242	197	242	TOTAL DIVISION		

* Due to substantial turnover, staffing levels vary throughout the year. Therefore, averages, rather than actual employees are used.

DIVISION OF TRAFFIC ENGINEERING

Robert Mavec, Commissioner

Mission Statement

Maintain and upgrade all Traffic Control Devices within the City of Cleveland

The Division of Traffic Engineering is charged with the planning and geometric design of streets, highways, and abutting lands - particularly as related to safe and efficient traffic operation.

The Division is responsible for the erection and maintenance of all traffic control devices; preparation of drawings, standards and specifications; the determination and layout of parking restrictions; and the design and placement of pavement markings, traffic signs and traffic control devices.

PROGRAM NAME: FADED SIGN PROGRAM

OBJECTIVES: Replace missing and badly faded signs.

ACTIVITIES: Check old records against what is currently installed to verify correctness, also replace any faded or missing signs within the area.

PROGRAM NAME: LED SIGNAL LAMP PROGRAM

OBJECTIVES: Save on energy costs and provide a much more reliable signal lamp.

ACTIVITIES: Replace entire intersection s with the 7-year LED signal lamps whereas the current incandescent bulb life ids about 6-months.

PROGRAM NAME: PAVEMENT MARKINGS

OBJECTIVES: Ensure that all pavement markings are clear and visible.

ACTIVITIES: Repaint all 650 miles of lane lines, 6,000 crosswalks and stop bars, and 2,500 painted arrows.

PROGRAM NAME: TRAFFIC SIGNALIZATION PROGRAM

OBJECTIVES: Maintain and upgrade all traffic signals within the City of Cleveland.

ACTIVITIES: Upgrade signal corridors throughout the City of Cleveland. Also replace old mechanical signal controllers with new Solid State traffic controllers that are more reliable and have the ability to adjust with changing traffic patterns.



Department of Public Works

DIVISION OF TRAFFIC ENGINEERING

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 1,887,502	\$ 1,907,947	\$ 1,745,927	\$ 1,867,191
Longevity	—	18,275	16,600	15,525
Separation Payments	—	28,371	39,617	—
Overtime	92,324	104,974	111,266	93,000
	\$ 1,979,826	\$ 2,059,567	\$ 1,913,409	\$ 1,975,716
Benefits				
Hospitalization	\$ 333,624	\$ 329,460	\$ 276,860	\$ 312,083
Prescription	68,283	66,431	58,797	63,378
Dental	22,112	23,170	20,128	22,081
Vision Care	2,478	2,523	2,235	2,306
Public Employees Retire System	311,843	284,609	263,497	276,599
Fica-Medicare	18,660	18,760	18,835	28,652
Workers' Compensation	112,637	116,223	56,890	68,272
Life Insurance	1,744	1,680	1,486	1,539
Unemployment Compensation	2	6,192	—	—
Clothing Allowance	24,790	23,220	21,510	14,640
Clothing Maintenance	7,350	6,825	5,775	5,250
	\$ 903,523	\$ 879,093	\$ 726,011	\$ 794,800
Utilities				
Brokered Gas Supply	\$ 18,378	\$ 2,025	\$ 9,009	\$ 1,472
Gas	25,968	21,473	2,849	15,622
Electricity - Cpp	218,890	216,305	211,528	211,914
Electricity - Other	285,904	223,508	183,743	218,971
	\$ 549,140	\$ 463,311	\$ 407,128	\$ 447,979
Contractual Services				
Professional Services	\$ —	\$ 4,429	\$ 503	\$ —
Parking In City Facilities	2,378	4,040	4,690	5,000
Other Contractual	249	15,505	27,375	30,000
	\$ 2,627	\$ 23,974	\$ 32,568	\$ 35,000
Materials & Supplies				
Clothing	\$ —	\$ —	\$ —	\$ 1,500
Hardware & Small Tools	—	4,516	504	10,000
Electrical Supplies	—	—	—	1,000
Hygiene And Cleaning Supplies	—	—	—	500
Other Supplies	187,135	101,296	92,858	99,685
Bridge Maintenance Supplies	—	135	1,081	—
Just In Time Office Supplies	712	435	3,110	1,000
	\$ 187,847	\$ 106,382	\$ 97,552	\$ 113,685

DIVISION OF TRAFFIC ENGINEERING

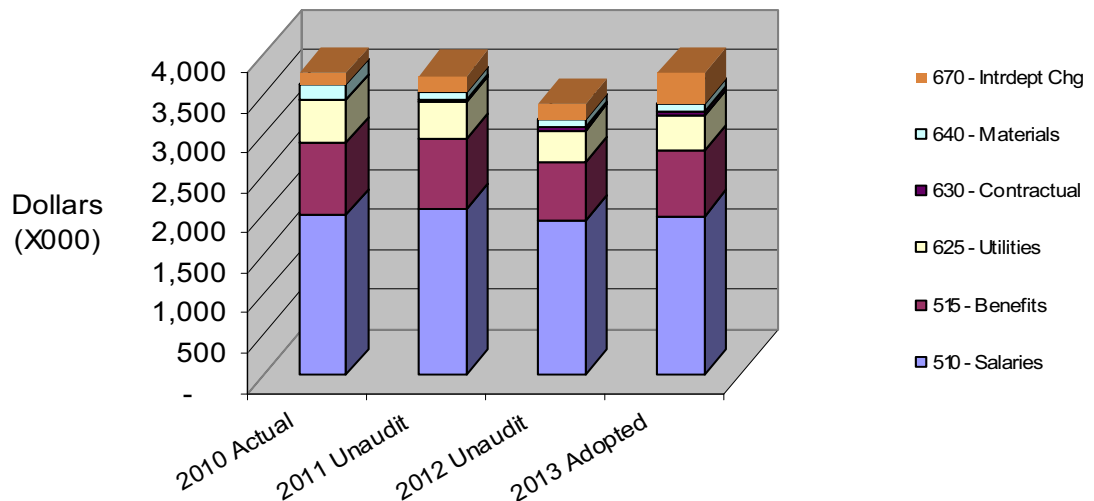
Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Interdepart Service Charges				
Charges From Telephone Exch	\$ 26,134	\$ 23,559	\$ 24,923	\$ 53,797
Charges From Radio Comm System	2,332	2,379	2,060	5,557
Charges From W.P.C.	—	—	846	—
Charges From Print & Repro	1,641	2,049	1,846	3,000
Charges From Central Storeroom	31	86	90	88
Charges From M.V.M.	121,447	168,448	164,924	312,068
	\$ 151,585	\$ 196,521	\$ 194,689	\$ 374,510
	\$ 3,774,548	\$ 3,728,848	\$ 3,371,358	\$ 3,741,690

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ —	\$ 1,064	\$ 268	\$ 2,000
Licenses & Permits	5,970	6,500	6,000	6,000
Miscellaneous	122,623	41,505	43,804	55,800
	\$ 128,593	\$ 49,069	\$ 50,072	\$ 63,800

Traffic Engineering Expenditures by Appropriation





Department of Public Works

DIVISION OF TRAFFIC ENGINEERING

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Commissioner of Traffic Engineering & Parking	42,758.15	127,255.39
1	1	1			
<u>ADMINISTRATIVE SUPPORT</u>					
0	1	1	Principal Clerk	14.88	20.10
0	1	1			
<u>PROFESSIONALS</u>					
1	1	1	Consulting Engineer	36,000.00	94,991.29
1	1	1	Engineer	22.78	34.79
0	1	0	Foreman Low Tension	33.11	33.67
2	3	2			
<u>SKILLED CRAFT</u>					
3	3	6	Low Tension Lineman	28.15	28.70
2	1	2	Low Tension Trouble Lineman	31.50	32.04
2	2	2	Sign Painter Unit Leader	24.23	35.12
7	6	10			
<u>SERVICE & MAINTENANCE</u>					
2	1	0	Line Helper Driver	18.99	24.97
1	0	0	Lineman Low Tension Foreman	42,744.00	64,942.18
2	2	2	Traffic Sign Process Operator	13.28	25.59
13	12	12	Traffic Sign & Marking Technician	16.57	17.69
18	15	14			
<u>TECHNICIANS</u>					
1	0	1	Chief of Traffic Signal Unit	18.60	36.80
1	1	2	Traffic Sign Marking Supervisor	13.28	25.55
4	3	3	Traffic Signal Control Technician	33.34	33.89
6	4	6			
34	30	34	TOTAL FULL TIME		
34	30	34	TOTAL DIVISION		

DIVISION OF PARKING FACILITIES

Antionette Thompson, Interim Commissioner

Mission Statement

To provide adequate Off-Street parking throughout the downtown area and to enforce the On-Street parking throughout the City of Cleveland.

PROGRAM NAME: ON-STREET

OBJECTIVES: To provide for the on-street parking needs of the City of Cleveland.

ACTIVITIES: Enforce parking regulations. Repair and maintain the current parking meters. Evaluate the parking needs of the City of Cleveland. Compile and maintain accurate records pertaining to parking meter repairs. Propose regulations that will provide rapid curb turnover as well as increase the supply of available on-street parking areas.

PROGRAM NAME: OFF-STREET

OBJECTIVES: To provide off-street parking within the City of Cleveland

ACTIVITIES: Continue to improve operations. Manage all Community Development properties not being developed but currently being operated as public parking lots, until such time as development becomes feasible. Oversee and monitor parking at the Gateway Garages.



Department of Public Works

DIVISION OF PARKING FACILITIES

Expenditures

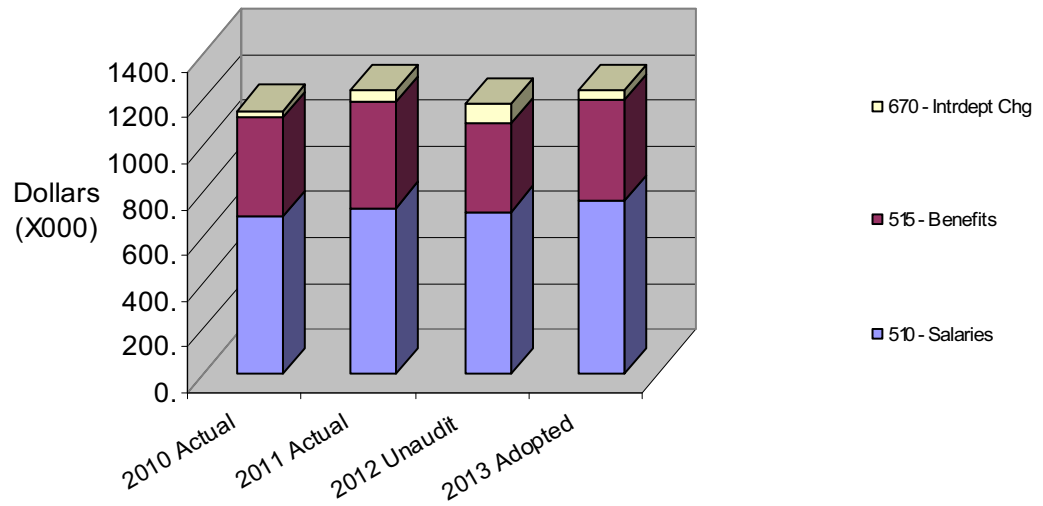
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 664,976	\$ 700,282	\$ 672,624	\$ 728,233
Injury Pay	478	—	—	—
Longevity	3,400	7,275	7,275	7,200
Separation Payments	1,203	1,256	9,422	—
Overtime	19,248	16,315	18,940	17,000
	\$ 689,306	\$ 725,128	\$ 708,261	\$ 752,433
Benefits				
Hospitalization	\$ 201,818	\$ 247,650	\$ 185,110	\$ 205,800
Prescription	39,257	38,758	38,263	42,982
Dental	13,328	14,373	13,809	16,479
Vision Care	1,277	1,315	1,251	1,284
Public Employees Retire System	113,462	101,016	97,890	105,261
Fica-Medicare	8,628	8,733	8,560	9,724
Workers' Compensation	40,654	34,175	30,123	32,465
Life Insurance	1,013	941	902	948
Unemployment Compensation	7,039	5,880	5,130	12,350
Clothing Allowance	1,300	5,050	4,975	4,700
Clothing Maintenance	—	2,838	2,800	2,800
	\$ 427,776	\$ 460,730	\$ 388,813	\$ 434,793
Interdepart Service Charges				
Charges From Telephone Exch	\$ 14,079	\$ 15,073	\$ 5,914	\$ 9,229
Charges From Print & Repro	—	500	375	340
Charges From M.V.M.	18,051	35,851	72,853	31,271
	\$ 32,130	\$ 51,425	\$ 79,142	\$ 40,840
	\$ 1,149,211	\$ 1,237,282	\$ 1,176,216	\$ 1,228,066

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 24,000	\$ 24,000	\$ 8,000	\$ —
Miscellaneous	75	23	—	—
	\$ 24,075	\$ 24,023	\$ 8,000	\$ —

DIVISION OF PARKING FACILITIES

On Street Parking Expenditures by Appropriation





Department of Public Works

DIVISION OF PARKING FACILITIES

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2012	December 2012	Budget 2013		Minimum	Maximum
			PROFESSIONALS		
2	1	2	Supervisor of Parking Enforcement	20,800.00	40,667.24
2	1	2			
			SERVICE & MAINTENANCE		
16	16	16	Parking Enforcement Officer	10.00	15.40
16	16	16			
			TECHNICIANS		
0	1	0	Parking Meter Collector	21.32	23.32
1	1	1	Parking Meter Foreman	24,679.38	41,231.18
3	2	2	Parking Meter Serviceman	16.49	17.19
4	4	3			
22	21	21	TOTAL FULL TIME		
22	21	21	TOTAL DIVISION		

PARKING LOTS GENERAL OPERATIONS

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 636,187	\$ 631,504	\$ 637,842	\$ 715,978
Military Leave	—	401	963	—
Part-Time Permanent	86,778	94,433	100,443	122,848
Longevity	2,650	7,950	7,975	8,950
Separation Payments	—	3,259	2,717	32,847
Overtime	60,690	45,418	60,807	59,280
	\$ 786,305	\$ 782,964	\$ 810,747	\$ 939,903
Benefits				
Hospitalization	\$ 107,664	\$ 104,695	\$ 106,530	\$ 125,891
Prescription	20,579	21,343	24,835	27,968
Dental	6,806	7,348	7,929	9,771
Vision Care	943	1,048	1,061	1,121
Public Employees Retire System	120,955	108,490	112,951	126,986
Fica-Medicare	9,055	9,474	10,307	9,904
Workers' Compensation	20,214	14,903	12,692	11,202
Life Insurance	705	705	695	672
Unemployment Compensation	1,435	—	—	11,284
Clothing Allowance	1,950	3,550	3,150	3,475
Clothing Maintenance	—	600	450	600
	\$ 290,306	\$ 272,155	\$ 280,600	\$ 328,874
Other Training & Professional Dues				
Professional Dues & Subscript	\$ 300	\$ 325	\$ 325	\$ 695
	\$ 300	\$ 325	\$ 325	\$ 695
Utilities				
Electricity - Cpp	\$ 175,575	\$ 187,676	\$ 180,046	\$ 176,105
Electricity - Other	10,890	10,656	9,131	10,020
	\$ 186,464	\$ 198,332	\$ 189,177	\$ 186,125
Contractual Services				
Professional Services	\$ 1,706,438	\$ 1,719,260	\$ 1,515,890	\$ 1,700,000
Security Services	17,497	—	—	100,000
Parking In City Facilities	1,269	—	—	—
Taxes	185,388	185,556	185,129	185,500
Parking Tax	602,933	515,912	386,326	409,561
Property Rental	110,563	110,563	110,563	97,000
Equipment Rental	—	—	—	13,000
Other Contractual	16,413	12,135	10,000	13,000
State Auditor Examination	18,399	—	—	—
Bank Service Fees	46,041	42,071	42,549	40,000
Credit Card Processing Fees	26,603	34,174	37,957	33,000
	\$ 2,731,544	\$ 2,619,671	\$ 2,288,415	\$ 2,591,061



Department of Public Works

PARKING LOTS GENERAL OPERATIONS

Expenditures (Continued)

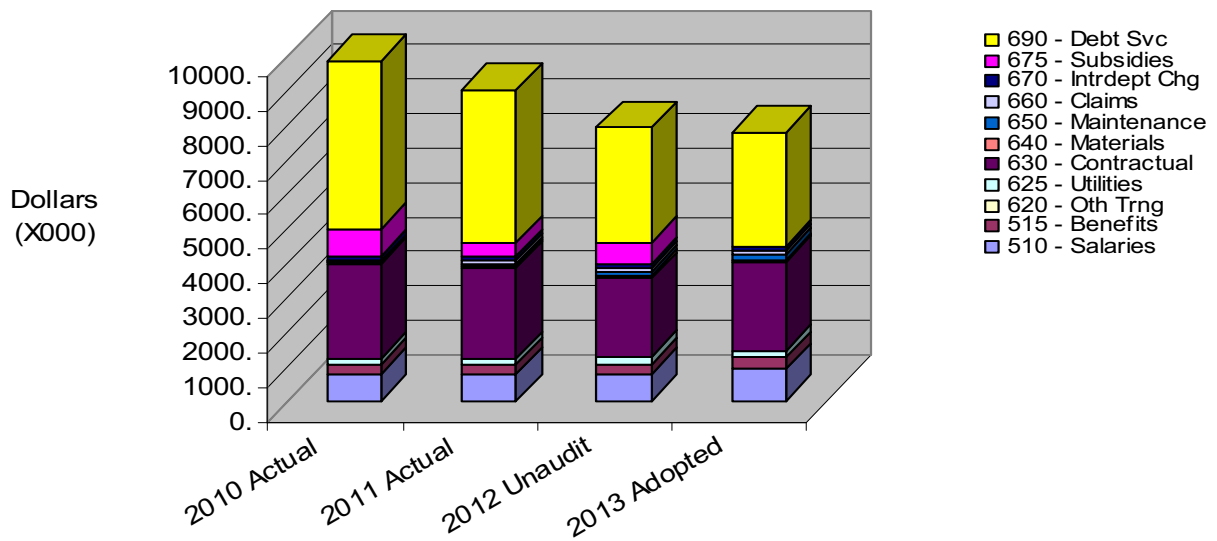
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Materials & Supplies				
Office Supplies	\$ —	\$ 737	\$ —	\$ —
Computer Software	—	25	—	—
Clothing	7,500	6,300	8,000	10,000
Hardware & Small Tools	—	—	200	2,000
Welding Supplies & Equipment	—	—	—	100
Electrical Supplies	3,000	—	4,895	15,000
Hygiene And Cleaning Supplies	633	1,327	—	1,350
Medical Supplies	—	—	—	100
Other Supplies	29,014	34,841	86,410	30,000
Special Events Supplies	163	134	—	—
Batteries	—	—	—	10,000
Just In Time Office Supplies	3,094	1,882	1,846	2,600
	\$ 43,403	\$ 45,246	\$ 101,351	\$ 71,150
Maintenance				
Maintenance Contracts	\$ 32,364	\$ 77,070	\$ 104,061	\$ 110,000
Maintenance Machinery & Tools	2,455	—	—	—
Repair Parts	—	—	—	25,000
Car Washes	—	299	599	400
Maintenance Misc. Equipment	—	645	—	—
	\$ 34,819	\$ 78,014	\$ 104,660	\$ 135,400
Claims, Refunds, Maintenance				
Indirect Cost	\$ —	\$ 127,381	\$ 126,840	\$ 131,341
	\$ —	\$ 127,381	\$ 126,840	\$ 131,341
Interdepart Service Charges				
Charges From Telephone Exch	\$ 16,083	\$ 14,587	\$ 15,529	\$ 16,586
Charges From W.P.C.	—	3,025	336	—
Charges From Print & Repro	4,243	4,916	6,572	6,021
Charges From Central Storeroom	112	52	34	61
Charges From M.V.M.	23,436	5,425	7,761	6,527
Charges From Division Of Maint	15,150	4,527	264	15,000
Charges From Waste Collection	1,120	1,060	1,040	1,500
Charges From Parks Maintenance	69,800	72,690	66,046	75,000
	\$ 129,943	\$ 106,283	\$ 97,583	\$ 120,695
Interfund Subsidies				
Transfer to Other SubClasses	\$ 817,766	\$ 358,178	\$ 596,308	\$ —
	\$ 817,766	\$ 358,178	\$ 596,308	\$ —
Debt Service				
Principal	\$ 4,003,595	\$ 3,005,906	\$ 2,432,386	\$ 2,520,000
Interest	838,921	1,424,297	910,598	796,735
	\$ 4,842,516	\$ 4,430,203	\$ 3,342,984	\$ 3,316,735
	\$ 9,863,366	\$ 9,018,752	\$ 7,938,990	\$ 7,821,979

PARKING LOTS GENERAL OPERATIONS

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 9,024,618	\$ 8,426,024	\$ 7,594,939	\$ 7,254,556
Miscellaneous	294,269	40,596	66,939	54,000
Other Shared Revenue	645,536	515,912	386,326	409,561
Interest Earnings/Investment Income	1,542	500	833	600
	\$ 9,965,965	\$ 8,983,033	\$ 8,049,037	\$ 7,718,717

Off Street Parking Expenditures by Appropriation





Department of Public Works

PARKING LOTS GENERAL OPERATIONS

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Commissioner of Parking Facilities	40,314.82	132,061.01
2	2	2	Manager of Parking	23,647.11	78,080.22
3	3	3			
<u>ADMINISTRATIVE SUPPORT</u>					
2	2	2	Senior Clerk	12.47	16.58
2	2	2			
<u>PROFESSIONALS</u>					
1	1	1	Accountant IV	20,800.00	59,419.42
1	1	1	Auditor	20,092.80	58,837.68
2	2	2			
<u>SERVICE & MAINTENANCE</u>					
4	4	4	Parking Coordinator	10.00	16.35
4	4	4	Parking Attendant	10.00	16.38
8	8	8			
<u>TECHNICIANS</u>					
2	2	2	Parking Meter Collector	21.32	23.32
2	2	2			
17	17	17	TOTAL FULL TIME		
7	6	7	TOTAL PART TIME		
24	23	24	TOTAL DIVISION		

DIVISION OF MOTOR VEHICLE MAINTENANCE

Daniel A. Novak, Commissioner

Mission Statement

To purchase and maintain the City of Cleveland's vehicles and specialized equipment to ensure safe and dependable operating conditions.

PROGRAM NAME: AUTO BODY WORK

OBJECTIVES: To increase the life and improve the safety of all City-owned vehicles using in-house resources and outside contractors.

ACTIVITIES: Make minor and major auto body repairs.

PROGRAM NAME: EMERGENCY REPAIRS AND TOWING

OBJECTIVES: To provide efficient, cost effective vehicle repair service for the City-owned Fleet.

ACTIVITIES: Provide emergency service and towing for all City-owned vehicles. Replace batteries, lights and tires. Provide major vehicle repairs.

PROGRAM NAME: FUELING

OBJECTIVES: To provide the City's fleet with 25 locations for fuel dispensing and delivery of fuel by tanker truck to other City of Cleveland fuel locations (i.e., Parks, Police and Fire Divisions).

ACTIVITIES: Purchase fuels and lubricants. Deliver fuel to City-owned locations.

PROGRAM NAME: NEW VEHICLE PREPARATION

OBJECTIVES: To assure that all City vehicles are working properly before being released to Departments.

ACTIVITIES: Inspect and prepare all new City vehicles for use by Departments. Apply logos and identification numbers to vehicles. Assign fuel cards.

PROGRAM NAME: PREVENTIVE MAINTENANCE

OBJECTIVES: To increase the life and improve the safety of all City-owned vehicles.

ACTIVITIES: Follow design procedures for maintaining special motorized equipment. Change or check lubricants. Repair/Replace defective parts. Inspect vehicles on a routine basis.

PROGRAM NAME: ROUTINE MAINTENANCE

OBJECTIVES: To provide the City's Divisions with complete maintenance and services.

ACTIVITIES: Provide motor repairs and services. Maintain records of average down time and repair costs.



Department of Public Works

DIVISION OF MOTOR VEHICLE MAINTENANCE

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 3,921,767	\$ 3,740,030	\$ 3,487,216	\$ 3,938,683
Military Leave	—	1,084	—	—
Injury Pay	—	—	4,067	—
Longevity	30,275	38,850	35,750	36,125
Wage Settlements	26,830	38,830	—	—
Separation Payments	28,620	—	38,184	—
Bonus Incentive	—	—	1,200	—
Overtime	56,404	81,974	60,960	74,144
	\$ 4,063,896	\$ 3,900,768	\$ 3,627,377	\$ 4,048,952
Benefits				
Hospitalization	\$ 667,790	\$ 647,547	\$ 593,132	\$ 748,999
Flex Save Admin Fees	—	—	120	—
Prescription	136,758	132,205	128,514	145,908
Dental	43,994	46,131	45,805	57,362
Vision Care	4,509	4,466	4,204	4,550
Public Employees Retire System	637,741	539,957	504,064	547,106
Fica-Medicare	43,011	41,615	40,844	48,933
Workers' Compensation	164,700	109,091	83,730	100,157
Life Insurance	3,668	3,416	3,148	3,426
Unemployment Compensation	16,248	12,700	3,870	—
Clothing Allowance	603	860	860	860
Tool Insurance	33,550	32,450	29,150	31,900
Clothing Maintenance	—	200	200	200
	\$ 1,752,572	\$ 1,570,638	\$ 1,437,639	\$ 1,689,401
Other Training & Professional Dues				
Tuition & Registration Fees	\$ 125	\$ 15	\$ 536	\$ 2,000
Professional Dues & Subscript	2,629	2,750	3,805	4,000
	\$ 2,754	\$ 2,765	\$ 4,341	\$ 6,000
Utilities				
Brokered Gas Supply	\$ 199,186	\$ 110,255	\$ 80,185	\$ 84,194
Gas	24,174	109,372	28,709	30,144
Electricity - Cpp	26,866	31,232	26,905	28,250
Security & Monitoring System	8,001	3,239	—	—
	\$ 258,227	\$ 254,098	\$ 135,798	\$ 142,588
Contractual Services				
Professional Services	\$ 1,090	\$ 800	\$ 9,499	\$ 3,000
Travel- Non-Training	17	4	—	—
Medical Services	877	233	212	1,000
Parking In City Facilities	16,396	26,037	22,861	20,000
Towing	32,480	114,557	144,942	75,000
Special Assessment	39,375	32,528	34,250	42,000
Other Contractual	2,000	7,413	12,489	5,000
	\$ 92,235	\$ 181,572	\$ 224,253	\$ 146,000

DIVISION OF MOTOR VEHICLE MAINTENANCE

Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Materials & Supplies				
Office Supplies	\$ 91	\$ 1,376	\$ —	\$ —
Postage	—	3	—	—
Computer Supplies	496	528	2,552	5,000
Computer Software	—	938	—	5,000
Fuel	6,117,267	8,341,147	7,206,103	8,500,000
Fuel Tax	757,006	753,646	721,843	700,000
Chemical	12,500	7,500	—	12,000
Air Compressor Parts	11,000	19,816	45,000	11,000
Fire/Ems Apparatus Parts	94,900	79,749	194,990	140,000
Auto & Light Truck Parts	482,057	467,177	1,068,929	725,000
Heavy Truck Parts	1,121,903	1,009,740	1,018,000	1,000,000
Construction Equipment Parts	177,343	168,700	114,600	100,000
Snow Removal Equipment Parts	29,800	32,800	39,300	20,000
Clothing	15,967	18,791	20,914	20,000
Sweeper Parts	85,947	45,962	149,994	80,000
Welding Supplies & Equipment	2,000	7,494	1,500	6,000
Mower & Tractor Parts	25,000	—	1,527	—
Hygiene And Cleaning Supplies	7,981	7,000	5,927	6,000
Painting Equipment & Supplies	9,982	9,919	11,440	15,000
Medical Supplies	—	1,000	—	—
Shop Tools	60	12	—	—
Shop Supplies	6,000	3,251	194	8,000
Other Supplies	2,000	5,995	4,247	7,600
Anti-Freeze	20,000	15,000	59,719	30,000
Motor Oil & Lubricants	193,261	219,223	254,509	250,000
Batteries	95,582	84,946	124,995	100,000
Tires	709,950	834,679	799,822	650,000
Just In Time Office Supplies	3,785	410	1,652	3,600
Building Maintenance Supplies	2,035	6,012	104	5,000
	\$ 9,983,913	\$ 12,142,814	\$ 11,847,863	\$ 12,399,200



Department of Public Works

DIVISION OF MOTOR VEHICLE MAINTENANCE

Expenditures (Continued)

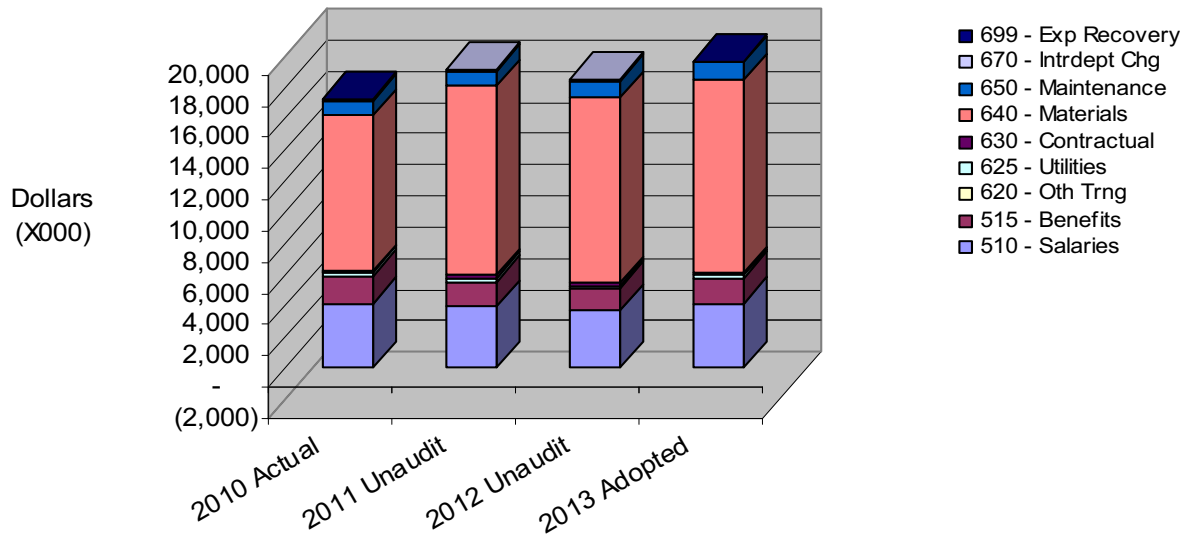
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Maintenance				
Maintenance Office Equipment	\$ 1,000	\$ 3,000	\$ —	\$ —
Computer Hardware Maintenance	40,170	20,360	—	40,000
Computer Software Maintenance	18,085	16,411	38,503	21,000
Maintenance Machinery & Tools	44,891	48,578	42,251	35,000
Fuel Pump Repair & Maintenance	79,961	60,000	119,936	120,000
Generator Repair	43,000	59,208	83,465	50,000
Accident Repair-Other Vehicles	52,025	84,513	101,888	100,000
Accident Repair-Safety Vehicles	76,854	77,955	117,685	125,000
Heavy Truck Repair	38,080	39,770	45,350	40,000
Frame Repair & Alignment	32,201	14,907	39,813	50,000
Hydraulic Repair Cyl Pmps Mtrs	29,600	29,036	9,800	30,000
Glass Repair	24,939	9,903	29,894	30,000
Radiator & Gas Tank Repair	34,898	39,934	73,966	50,000
Maintenance Building	—	23,000	9,800	10,000
Repair Of Overhead Doors	9,997	12,500	22,500	15,000
Spring Repair	174,351	197,631	138,984	125,000
Tire Repair Road Service	20,000	44,932	60,425	20,000
Transmission Repair	210,000	137,627	138,768	200,000
Cushman Repair	9,997	—	—	25,000
	\$ 940,049	\$ 919,265	\$ 1,073,029	\$ 1,086,000
Interdepart Service Charges				
Charges From Telephone Exch	\$ 66,047	\$ 70,573	\$ 77,019	\$ 79,679
Charges From Radio Comm System	677	746	650	1,778
Charges From Water	13,121	—	—	—
Charges From W.P.C.	615	846	1,614	1,500
Charges From Print & Repro	8,861	5,540	5,962	6,439
Charges From Central Storeroom	469	199	68	183
Charges From Division Of Maint	7,907	27,329	5,207	10,000
Charges From Waste Collection	16,271	22,223	18,054	20,000
	\$ 113,968	\$ 127,456	\$ 108,574	\$ 119,579
Expenditure Recovery				
Expenditure Recovery	\$ —	\$ (14)	\$ —	\$ —
	\$ —	\$ (14)	\$ —	\$ —
	\$ 17,207,614	\$ 19,099,362	\$ 18,458,873	\$ 19,637,720

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 15,751	\$ 18,461	\$ 37,855	\$ 40,000
Miscellaneous	14,908,119	19,317,060	19,756,703	17,536,363
Interest Earnings/Investment Income	12,365	3,682	7,791	8,000
	\$ 14,936,235	\$ 19,339,203	\$ 19,802,348	\$ 17,584,363

DIVISION OF MOTOR VEHICLE MAINTENANCE

Motor Vehicle Maintenance Expenditures by Appropriation





Department of Public Works

DIVISION OF MOTOR VEHICLE MAINTENANCE

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Assistant Commissioner of Motor Vehicle Maintenance	26,273.96	89,367.64
1	1	1	Commissioner of Motor Vehicle Maintenance	40,314.82	132,061.01
0	0	1	General Manager of Administrative Services	26,273.96	91,155.72
2	2	2	Superintendent of Motorized Equipment	26,273.96	70,807.15
1	1	1	Superintendent of Vehicles Administrative Services	20,092.80	70,807.15
5	5	6			
<u>ADMINISTRATIVE SUPPORT</u>					
1	1	1	General Storekeeper	19.25	24.97
1	1	1	Principal Clerk	14.88	20.10
1	0	0	Senior Clerk	12.47	16.58
4	4	4	Storekeeper	16.66	20.76
7	6	6			
<u>PROFESSIONALS</u>					
0	0	1	Administrative Officer	20,800.00	52,979.99
3	2	3	Buyer	20,800.00	48,466.35
1	1	1	Fleet Management Data Manager	30,000.00	66,777.20
1	0	0	Technical Specialist	10.00	23.32
5	3	5			
<u>SKILLED CRAFT</u>					
21	18	21	Automobile Repair Worker	12.60	21.18
3	3	3	Automobile Repairman Unit Leader	17.78	25.70
2	2	2	Heavy Duty Auto Body Repair Worker	15.73	22.42
25	24	25	Heavy Duty Mechanic	15.75	25.37
6	5	6	Heavy Duty Unit Leader	23.85	31.47
57	52	57			
<u>SERVICE & MAINTENANCE</u>					
1	1	1	Tanker Truck Driver	15.55	24.60
2	2	2	Tire Repair Worker	14.08	19.56
3	3	3			
77	69	77	TOTAL FULL TIME		
77	69	77	TOTAL DIVISION		

DIVISION OF STREET CONSTRUCTION, MAINTENANCE & REPAIR

Robert Mavec, Interim Commissioner

Mission Statement

The mission of the Division of Streets is to maintain a safe/clean pavement condition and bridge condition along the major, minor, and residential streets within the City of Cleveland. This includes all aspects of Snow Removal, Pavement Repairs, Resurfacing, Bridge Maintenance, Street Sweeping, and Graffiti Abatement.

PROGRAM NAME: BRIDGE MAINTENANCE

OBJECTIVES: To ensure that the City of Cleveland bridge network is maintained and in good working condition, including five movable bridges over the Cuyahoga River.

ACTIVITIES: The Division reviews bridge inspection reports and makes necessary repairs to the bridge stock based on the inspections. The general maintenance includes drainage systems, expansion joints, and minor surface repairs. The Division is also responsible for staffing the movable bridges during their 24 hour operation.

PROGRAM NAME: GRAFFITI ABATEMENT

OBJECTIVES: To insure the removal of graffiti from all areas in the City of Cleveland.

ACTIVITIES: The Division aggressively removes or covers up any graffiti within the City of Cleveland's right of way and parks using the Division's own resources and with the assistance of volunteers.

PROGRAM NAME: SNOW AND ICE CONTROL

OBJECTIVES: To provide snow and ice control services and maintain reasonable and safe traffic flow along the main and residential streets of the City of Cleveland.

ACTIVITIES: Provide anti-icing and de-icing to all primary routes during light snow conditions. Conduct tandem plowing of all primary routes during heavy snow. Plow and/or salt residential streets. Respond to requests for snow/ice control service.

PROGRAM NAME: STREET CLEANING

OBJECTIVES: To provide a clean appearance and provide safe road conditions for main streets and residential streets within the City.

ACTIVITIES: Clean streets. Remove litter. Reduce the amount of pollutants flowing into our sanitary sewer systems.

PROGRAM NAME: STREET REPAIR

OBJECTIVES: To maintain, repair deficiencies, and remove all hazardous areas within the City of Cleveland's roadway network.

ACTIVITIES: The Division systematically repairs pot holes throughout the city year round and most importantly in the spring time when pot holes are most prevalent. The Division also repairs deteriorated roadway base and caps utility cuts.

PROGRAM NAME: STREET RESURFACING

OBJECTIVES: To maintain, repair, and improve the pavement condition within the City of Cleveland.

ACTIVITIES: Using allocated capital funding, the Division of Streets removes old deteriorated pavement and replaces it with new asphalt surfaces. The Division of Streets also replaces all ADA ramps on roadways that are completely resurfaced.



Department of Public Works

DIVISION OF STREET CONSTRUCTION, MAINTENANCE & REPAIR

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 6,898,098	\$ 6,605,238	\$ 7,229,886	\$ 7,950,874
Crafts	158,425	78,088	74,493	81,305
Seasonal	2,041,213	1,999,126	2,139,848	2,226,571
Military Leave	56,252	9,149	5,403	—
Injury Pay	3,624	10,057	—	—
Longevity	52,675	61,075	60,525	64,175
Separation Payments	41,937	149,625	67,603	—
Overtime	732,390	883,255	728,282	1,000,000
	\$ 9,984,614	\$ 9,795,613	\$ 10,306,039	\$ 11,322,925
Benefits				
Hospitalization	\$ 1,060,791	\$ 990,749	\$ 1,044,035	\$ 1,254,119
Flex Save Admin Fees	—	—	60	—
Prescription	178,423	161,449	181,166	236,104
Dental	69,670	67,354	74,419	88,834
Vision Care	6,782	6,583	7,337	8,039
Public Employees Retire System	1,755,374	1,352,344	1,440,082	1,557,166
Fica-Medicare	126,323	126,033	137,579	165,360
Workers' Compensation	917,161	504,424	443,966	497,265
Life Insurance	5,993	5,400	5,734	6,231
Unemployment Compensation	215,913	523,700	315,032	350,000
Clothing Allowance	375	45,901	40,497	40,175
Tool Insurance	2,870	2,870	2,320	2,870
Clothing Maintenance	175	15,375	15,500	15,575
	\$ 4,339,850	\$ 3,802,182	\$ 3,707,726	\$ 4,221,738
Other Training & Professional Dues				
Travel	\$ —	\$ —	\$ 628	\$ —
	\$ —	\$ —	\$ 628	\$ —
Utilities				
Brokered Gas Supply	\$ 142,587	\$ 118,679	\$ 75,126	\$ 82,639
Water	6,638	6,236	3,285	6,111
Gas	60,273	81,295	35,105	38,616
Electricity - Cpp	51,226	25,557	95,423	95,516
Electricity - Other	28,621	26,611	23,610	26,923
Security & Monitoring System	—	—	21,451	1,200
	\$ 289,345	\$ 258,378	\$ 254,000	\$ 251,005
Contractual Services				
Professional Services	\$ 6,380	\$ 8,155	\$ 5,580	\$ 8,000
Court Reporter	—	—	144	—
Medical Services	2,963	3,799	4,354	2,500
Parking In City Facilities	6,994	9,457	6,869	5,840
Property Rental	89,713	89,500	87,500	88,000
Bank Service Fees	3,120	3,560	—	3,500
	\$ 109,170	\$ 114,471	\$ 104,447	\$ 107,840

DIVISION OF STREET CONSTRUCTION, MAINTENANCE & REPAIR

Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Materials & Supplies				
Purchase Of Tests	\$ 514	\$ —	\$ 107	\$ 200
Salt & De-Icer	2,321,118	3,775,016	2,694,812	3,394,150
Clothing	1,974	2,833	1,766	2,000
Hardware & Small Tools	273	9,601	765	10,000
Welding Supplies & Equipment	2,414	17,756	10,089	10,000
Boilers, Heaters & Cool Equip	9,700	107	16,641	15,000
Seed, Fertilizer & Herbicide	—	1,352	—	1,000
Small Equipment	2,964	5,420	—	8,000
Office Furniture & Equipment	—	850	—	—
Electrical Supplies	6,827	—	3,776	6,000
Fence, Posts & Bars	—	—	—	3,000
Hygiene And Cleaning Supplies	7,241	11,485	5,228	10,700
Painting Equipment & Supplies	4,992	12,541	12,508	5,000
Lumber, Glass, And Drywall	3,269	7,396	10,824	2,000
Medical Supplies	—	—	—	500
Paper And Other Printing Suppl	1,025	—	—	2,000
Other Supplies	137,737	90,458	77,218	129,600
Guard Rail Supplies	4,966	5,948	20,360	15,000
Bridge Maintenance Supplies	—	—	30,210	60,000
Safety Equipment	10,082	9,046	5,443	6,500
Just In Time Office Supplies	262	150	955	2,600
Building Maintenance Supplies	—	—	—	6,000
Paving Material	263,703	279,705	119,500	200,000
Asphalt	100,000	405,053	232,252	200,000
Cement Sand & Gravel	278,415	302,465	413,617	251,000
Misc Maintenance Supplies	49,798	22,183	27,514	50,000
	\$ 3,207,274	\$ 4,959,365	\$ 3,683,586	\$ 4,390,250
Maintenance				
Maintenance Contracts	\$ 2,000	\$ —	\$ —	\$ —
Maintenance Machinery & Tools	9,756	13,150	5,000	10,000
Maintenance Vehicles	383	—	—	—
Repair Parts	—	2,000	13,187	10,000
Repair Of Overhead Doors	14,576	18,682	27,496	15,000
	\$ 26,715	\$ 33,832	\$ 45,683	\$ 35,000
Claims, Refunds, Maintenance				
Judgements, Damages, & Claims	\$ 350	\$ 2,139	\$ 5,404	\$ 2,000
	\$ 350	\$ 2,139	\$ 5,404	\$ 2,000



Department of Public Works

DIVISION OF STREET CONSTRUCTION, MAINTENANCE & REPAIR

Expenditures (Continued)

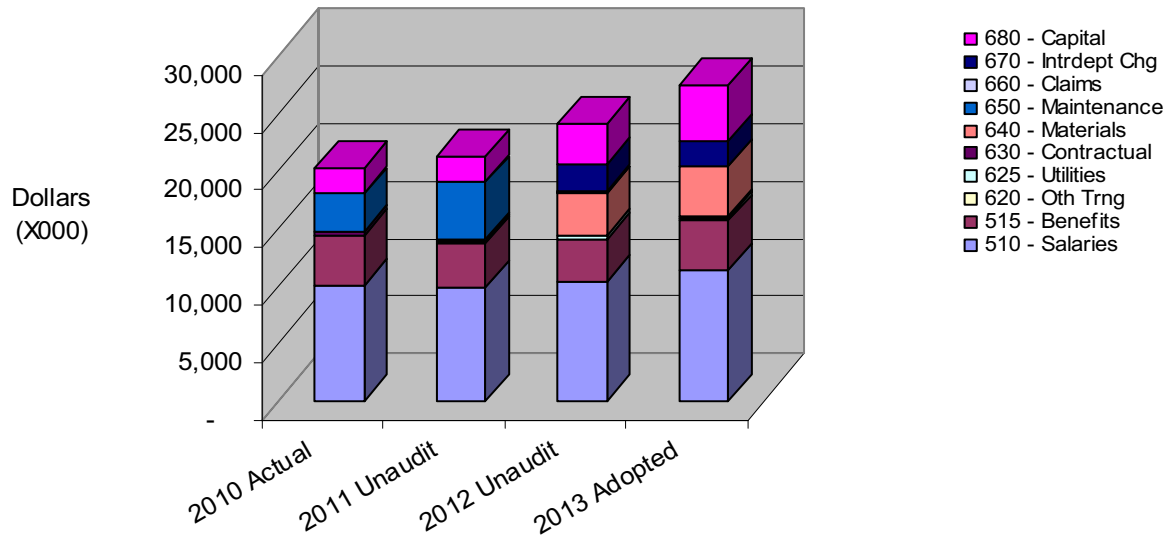
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Interdepart Service Charges				
Charges From Telephone Exch	\$ 110,868	\$ 52,450	\$ 52,569	\$ 57,825
Charges From Radio Comm System	39,844	49,290	63,995	83,733
Charges From W.P.C.	5,996	4,305	3,305	5,000
Charges From Print & Repro	10,338	16,068	13,518	13,633
Charges From Central Storeroom	166	1,217	61	308
Charges From M.V.M.	2,041,986	2,344,423	2,262,485	1,905,797
Charges From Division Of Maint	42,431	60,997	33,161	30,000
Charges From Waste Collection	—	6,240	6,776	5,000
	\$ 2,251,629	\$ 2,534,990	\$ 2,435,870	\$ 2,101,296
Capital Outlay				
Local Resurfacing	\$ —	\$ 2,244,164	\$ 2,518,621	\$ 4,845,704
Street Const/Reconst	—	—	900,600	—
	\$ —	\$ 2,244,164	\$ 3,419,221	\$ 4,845,704
	\$ 20,208,947	\$ 23,745,134	\$ 23,962,603	\$ 27,277,758

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 24,067	\$ 43,319	\$ 17,401	\$ 30,000
Grant Revenue	—	—	96,000	—
Licenses & Permits	1,407,562	1,368,429	1,242,250	1,402,500
Miscellaneous	1,307,606	3,056,669	3,991,444	6,549,632
Other Shared Revenue	13,555,354	13,241,829	13,042,497	12,822,626
Transfers In	3,902,404	6,130,586	5,327,389	6,467,194
Interest Earnings/Investment Income	159	333	556	250
	\$ 20,197,152	\$ 23,841,165	\$ 23,717,538	\$ 27,272,202

DIVISION OF STREET CONSTRUCTION, MAINTENANCE & REPAIR

Street Construction, Maintenance & Repair Expenditures by Appropriation





Department of Public Works

DIVISION OF STREET CONSTRUCTION, MAINTENANCE & REPAIR

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	0	1	Commissioner of Streets	40,314.82	132,061.01
1	0	1			
<u>PROFESSIONALS</u>					
2	2	2	Administrative Manager	27,193.55	101,816.22
0	1	1	Section Chief of Engineering and Construction	50,000.00	97,819.83
2	3	3			
<u>SKILLED CRAFT</u>					
3	2	3	Asphalt Construction Unit Leader	25.09	37.64
15	20	21	Asphalt Tamper	24.06	36.08
1	0	1	Bridge Oiler	10.00	18.38
4	3	3	Construction Equipment Operator Group A	38.04	47.55
7	7	6	Construction Equipment Operator Group B	37.92	47.40
17	14	17	Electric Bridge Operator	10.00	17.89
4	4	4	Electric Bridge Operator Leader	10.00	19.16
2	2	2	Electrical Worker	44.23	55.29
3	3	3	Ironworker	40.37	50.46
1	1	1	Jackhammer Operator	24.06	36.08
1	1	1	Machinist	15.83	23.02
2	2	2	Master Mechanic	38.44	48.05
9	7	9	Paver	24.40	36.60
3	3	3	Paving Unit Leader	25.09	37.64
4	4	4	Street Equipment Maintenance Specialist	15.55	24.60
7	6	7	Street Maintenance District Unit Leader	59,446.40	67,509.31
12	12	10	Street Maintenance Foreman	20.19	22.19
3	2	3	Welder/Fabricator	18.36	25.36
98	93	100			
<u>SERVICE & MAINTENANCE</u>					
1	1	1	Concrete Mixer Driver	14.82	23.45
2	1	2	General Shop Unit Leader	25.56	27.56
13	11	11	Municipal Service Laborer	15.95	17.95
3	3	3	Street Carry-all Driver	15.55	24.60
2	2	2	Tanker Truck Driver	15.55	24.60
24	21	23	Truck Driver	12.50	19.79
45	39	42			

DIVISION OF STREET CONSTRUCTION, MAINTENANCE & REPAIR

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2012	December 2012	Budget 2013		Minimum	Maximum
			<u>TECHNICIAN</u>		
1	1	1	Accident and Safety Inspector	20.36	22.36
4	3	4	Radio Operator	18.25	20.25
5	4	5			
151	139	151	TOTAL FULL TIME		
152	153	126	TOTAL SEASONAL (PEAK) *		
303	292	277	TOTAL DIVISION		

* Due to the seasonal nature of the division, position titles vary throughout the year. Therefore, averages, rather than actual employees are used.



Department of Public Works

DIVISION OF CEMETERIES

Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 819,513	\$ 790,249	\$ 752,047	\$ 807,629
Injury Pay	131	—	—	—
Longevity	6,975	8,950	8,425	7,550
Separation Payments	—	9,672	1,939	—
Overtime	46,960	40,436	35,262	48,068
	\$ 873,580	\$ 849,307	\$ 797,673	\$ 863,247
Benefits				
Hospitalization	\$ 173,761	\$ 175,211	\$ 165,092	\$ 179,899
Flex Save Admin Fees	—	—	60	—
Prescription	28,840	27,567	27,644	30,018
Dental	11,302	11,908	11,329	12,085
Vision Care	1,093	1,114	1,073	1,089
Public Employees Retire System	138,389	117,951	111,621	121,670
Fica-Medicare	10,227	10,306	9,762	12,601
Workers' Compensation	13,567	16,007	14,866	11,527
Life Insurance	900	851	793	769
Unemployment Compensation	—	8,127	1,935	—
Clothing Allowance	178	6,400	5,600	5,600
Tool Insurance	550	550	550	550
Clothing Maintenance	—	2,400	2,211	2,100
	\$ 378,806	\$ 378,392	\$ 352,536	\$ 377,908
Other Training & Professional Dues				
Professional Dues & Subscript	\$ —	\$ —	\$ —	\$ 50
	\$ —	\$ —	\$ —	\$ 50
Utilities				
Brokered Gas Supply	\$ 4,664	\$ 15,557	\$ 5,478	\$ 11,317
Sewer-Other	5,403	1,166	1,051	2,000
Gas	23,840	12,711	6,161	9,300
Electricity - Cpp	35,661	35,552	34,788	33,450
Electricity - Other	4,766	6,275	3,203	5,907
Security & Monitoring System	—	130	2,396	3,280
	\$ 74,334	\$ 71,391	\$ 53,077	\$ 65,254
Contractual Services				
Professional Services	\$ 1,000	\$ 500	\$ 500	\$ 500
Medical Services	106	286	—	300
Other Contractual	188,568	208,568	208,568	208,568
Bank Service Fees	3,759	3,683	1,827	2,000
Credit Card Processing Fees	6,462	9,061	10,592	12,000
	\$ 199,894	\$ 222,098	\$ 221,488	\$ 223,368

DIVISION OF CEMETERIES

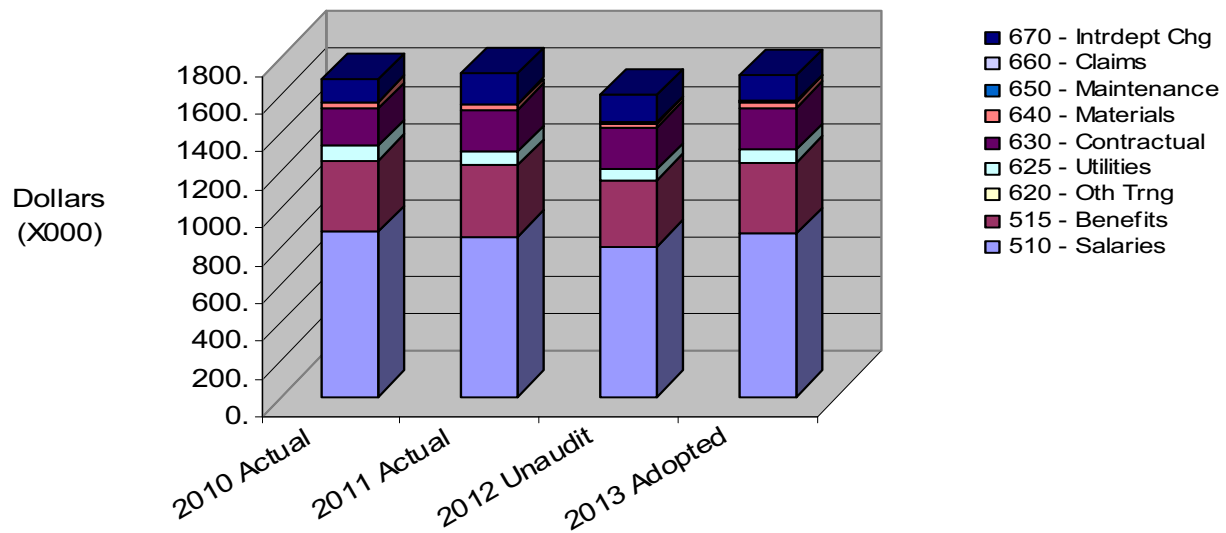
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Materials & Supplies				
Office Supplies	\$ —	\$ 89	\$ —	\$ —
Salt & De-Icer	495	440	—	450
Clothing	—	—	196	300
Hardware & Small Tools	1,090	460	874	1,000
Seed, Fertilizer & Herbicide	6,835	6,550	7,310	8,000
Small Equipment	2,253	2,385	619	3,500
Hygiene And Cleaning Supplies	1,186	1,542	649	1,575
Clay, Soil & Turf	5,600	3,382	1,700	3,600
Lumber, Glass, And Drywall	7,855	4,940	4,929	5,000
Other Supplies	6,407	3,798	7,709	7,000
Safety Equipment	485	94	633	200
Just In Time Office Supplies	522	178	586	800
Cement Sand & Gravel	—	406	—	1,500
Misc Maintenance Supplies	355	487	—	500
	\$ 33,082	\$ 24,752	\$ 25,206	\$ 33,425
Maintenance				
Maintenance Contracts	\$ —	\$ 596	\$ 158	\$ 100
Maintenance Machinery & Tools	—	3,050	439	3,000
Maintenance Fire Apparatus	—	—	—	250
Maintenance Building	—	360	—	250
	\$ —	\$ 4,006	\$ 598	\$ 3,600
Claims, Refunds, Maintenance				
Judgements, Damages, & Claims	\$ —	\$ —	\$ 400	\$ 1,700
Other Refunds & Adjustments	—	—	240	—
	\$ —	\$ —	\$ 640	\$ 1,700
Interdepart Service Charges				
Charges From Telephone Exch	\$ 15,504	\$ 11,812	\$ 12,168	\$ 13,544
Charges From Radio Comm System	425	458	1,294	1,372
Charges From W.P.C.	—	—	21,316	—
Charges From Print & Repro	1,468	2,440	2,804	2,569
Charges From Central Storeroom	642	604	688	846
Charges From M.V.M.	75,653	109,474	93,967	79,028
Charges From Division Of Maint	18,747	28,643	7,739	23,500
Charges From Waste Collection	8,505	9,580	6,480	10,300
	\$ 120,945	\$ 163,011	\$ 146,456	\$ 131,159
	\$ 1,680,641	\$ 1,712,958	\$ 1,597,673	\$ 1,699,711

Revenues

Charges For Services	\$ 837,036	\$ 877,936	\$ 984,431	\$ 932,150
Miscellaneous	30	(308)	(250)	—
Sale Of City Assets	489,156	500,889	521,007	500,000
Transfers In	314,973	290,352	59,114	209,117
Interest Earnings/Investment Income	6,847	54,749	38,447	15,000
Non Operating Other/Other	(1,942)	200	93	—
	\$ 1,646,100	\$ 1,723,819	\$ 1,602,841	\$ 1,656,267



Cemeteries Expenditures by Appropriation



DIVISION OF CEMETERIES

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Manager of Urban Forestry	22,333.40	74,106.01
1	1	1			
<u>ADMINISTRATIVE SUPPORT</u>					
1	0	0	Principal Clerk	14.88	20.10
1	1	1	Senior Clerk	12.47	16.58
2	1	1			
<u>PROFESSIONALS</u>					
0	1	1	Assistant Administrator	20,800.00	56,847.22
0	1	1			
<u>SERVICE & MAINTENANCE</u>					
9	8	9	Cemetery Maintenance Worker I	15.95	17.95
2	2	2	Cemetery Maintenance Worker II	24.66	26.66
1	1	2	Cemetery Foreman	20.20	22.20
2	1	1	Cemetery Supervisor	23.14	25.14
14	12	14			
<u>SKILLED CRAFT</u>					
1	1	1	Automobile Repair Worker	12.60	21.18
1	1	1			
18	16	18	TOTAL FULL TIME		
20	0	20	TOTAL SEASONAL *		
38	16	38	TOTAL DIVISION		

* Seasonals are reflected during peak periods, May - September



Department of Public Works

GOLF COURSES

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 500,506	\$ 286,460	\$ 160,346	\$ —
Seasonal	184,247	99,208	97,501	—
Longevity	5,750	4,375	3,075	—
Separation Payments	—	43,204	33,725	—
Overtime	16,240	11,782	7,999	—
	\$ 706,743	\$ 445,029	\$ 302,646	\$ —
Benefits				
Hospitalization	\$ 75,356	\$ 48,162	\$ 30,668	\$ —
Prescription	14,843	7,982	4,876	—
Dental	4,934	3,196	2,040	—
Vision Care	672	419	257	—
Public Employees Retire System	107,835	58,174	39,131	—
Fica-Medicare	6,818	3,907	3,307	—
Workers' Compensation	13,517	12,886	6,997	14,136
Life Insurance	585	338	246	—
Unemployment Compensation	33,381	34,982	26,798	18,000
Clothing Allowance	—	2,109	1,600	—
Tool Insurance	1,100	550	—	—
Clothing Maintenance	—	750	600	—
	\$ 259,041	\$ 173,454	\$ 116,520	\$ 32,136
Utilities				
Brokered Gas Supply	\$ 154	\$ 3,651	\$ 16	\$ 20
Gas	7,725	2,545	318	100
Electricity - Other	24,850	17,264	3,158	675
Security & Monitoring System	888	444	444	—
	\$ 33,616	\$ 23,904	\$ 3,936	\$ 795
Contractual Services				
Professional Services	\$ 5,951	\$ 3,328	\$ 3,613	\$ —
Taxes	—	59	—	300,000
Other Contractual	316,243	178,851	161,024	—
Refunds & Miscellaneous	—	225	—	—
Bank Service Fees	1,555	3,002	1,213	—
Credit Card Processing Fees	13,888	7,192	8,258	—
	\$ 337,638	\$ 192,656	\$ 174,108	\$ 300,000
Materials & Supplies				
Clothing	\$ 265	\$ 288	\$ —	\$ —
Seed, Fertilizer & Herbicide	15,793	22,705	10,945	—
Office Furniture & Equipment	1,250	5,916	—	—
Hygiene And Cleaning Supplies	8,093	4,535	3,908	—
Clay, Soil & Turf	—	—	875	—
Painting Equipment & Supplies	500	—	—	—
Plumbing Supplies And Equip	4,000	4,000	14,284	—
Food	65,900	29,300	26,779	—
Other Supplies	9,573	8,096	3,813	—
Sporting Goods Supplies	3,000	3,772	505	—
Just In Time Office Supplies	190	—	—	—

GOLF COURSES

Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Cement Sand & Gravel	2,948	8,600	—	—
	\$ 111,513	\$ 87,212	\$ 61,109	\$ —
Maintenance				
Maintenance Misc. Equipment	\$ 40,000	\$ 17,999	\$ 18,000	\$ —
	\$ 40,000	\$ 17,999	\$ 18,000	\$ —
Claims, Refunds, Maintenance				
Indirect Cost	\$ 118,833	\$ 108,838	\$ 68,534	\$ —
	\$ 118,833	\$ 108,838	\$ 68,534	\$ —
Interdepart Service Charges				
Charges From Telephone Exch	\$ 11,769	\$ 5,266	\$ 3,192	\$ —
Charges From Print & Repro	364	257	—	—
Charges From M.V.M.	74,689	41,509	64,981	—
Charges From Division Of Maint	7,353	13,259	12,027	—
Charges From Waste Collection	5,100	5,447	2,285	500
	\$ 99,275	\$ 65,738	\$ 82,486	\$ 500
	\$ 1,706,659	\$ 1,114,831	\$ 827,338	\$ 333,431

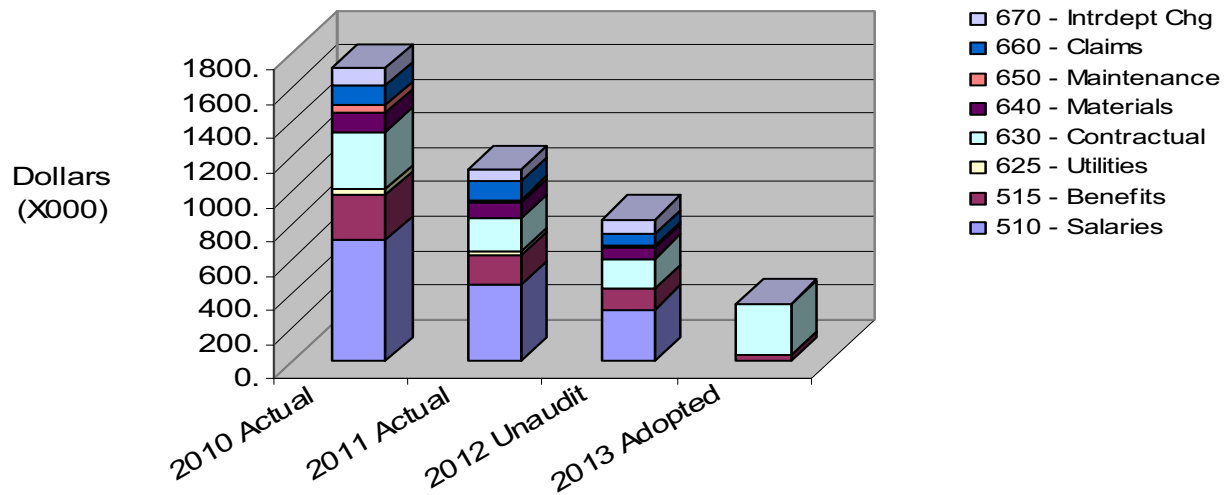
Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 1,065,274	\$ 465,417	\$ 521,196	\$ —
Fines, Forfeitures & Settlements	816	—	—	—
Grant Revenue	16,778	12,564	10,569	—
Miscellaneous	127,227	89,754	70,626	53,152
Transfers In	379,395	518,651	231,969	270,999
Interest Earnings/Investment Income	49	13	—	—
	\$ 1,589,538	\$ 1,086,398	\$ 834,360	\$ 324,151



GOLF COURSES

Golf Expenditures by Appropriation



GOLF COURSES

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	0	0	Manager of Urban Forestry	22,333.40	74,106.01
1	0	0			
<u>SERVICE & MAINTENANCE</u>					
1	0	0	Greenskeeper	20.97	22.97
1	0	0	Ground Maintenance Crew Unit Leader	17.20	19.20
2	0	0	Ground Maintenance Man	15.95	17.95
1	0	0	Mechanical Handyman	16.62	18.62
5	0	0			
6	0	0	TOTAL FULL TIME		
15	0	0	TOTAL SEASONAL*		
21	0	0	TOTAL DIVISION		

* Seasonals are reflected during peak periods, May - September



PUBLIC AUDITORIUM

Susie Claytor, Deputy Commissioner

Mission Statement

To strengthen Cleveland's economy by delivering efficient, excellent service through promotion, marketing and management of the Public Auditorium, West Side Market and Cleveland Browns Stadium.

The Deputy Commissioner of the Public Auditorium has authority over three major service operations: the Public Auditorium and Conference Center, the West Side Market and the Cleveland Browns Stadium.

The Public Auditorium and Conference Center includes the recent renovations to the lower level meeting room area and upgrades to the main auditorium floor. The new construction features a new spacious pre-function area that can accommodate up to 500 people and will have multi-purpose programming opportunities. The new space includes ten meeting rooms that can be set up to make up to 15 meeting room accommodations. The lower level will offer a walkway to the new Cleveland Convention Center. The historic Public Auditorium seats 10,000 and has over 29,000 square feet of usable exhibition space that can be arranged to accommodate up to 165 exhibits. The performing arts area of the Auditorium includes a 3000 seat Music Hall and 600 seat Little Theater.

PROGRAM NAME: ADMINISTRATIVE OFFICE

OBJECTIVES: To provide for the efficient operation of the Public Auditorium, Music Hall and the West Side Market. To provide fiscal data and to accurately account for revenues and expenses received from events.

ACTIVITIES: Coordinate the daily operations of the facility including event administration, labor management, fiscal operation and overall planning.

PROGRAM NAME: BUILDING MAINTENANCE

OBJECTIVES: To provide clean, attractive facilities as well as proper maintenance of the building and its equipment and services to exhibitors.

ACTIVITIES: Maintaining Buildings and equipment and providing electrical, plumbing, and telephone services to promoters.

PROGRAM NAME: CLEVELAND BROWNS STADIUM

OBJECTIVES: Provide a source of public relaxation and entertainment through the ownership and leasing of Cleveland Browns Stadium for the play of professional football games and the presentation of other entertainment and public attractions.

ACTIVITIES: Monitor lease agreement compliance.

PROGRAM NAME: PUBLIC AUDITORIUM AND CONFERENCE CENTER

OBJECTIVES: Provide a venue for meetings, trade shows, theatrical events and receptions.

ACTIVITIES: Coordinate the daily operations of the facility, including overall planning, labor management, fiscal activities and maintenance.

PROGRAM NAME: SECURITY FUNCTIONS

OBJECTIVES: To provide security for persons using the Public Auditorium and Conference Center and to provide information as requested.

ACTIVITIES: Maintaining the building security equipment and providing the needed labor force to ensure the users safety.



PUBLIC AUDITORIUM

PROGRAM NAME: THEATRICAL EVENT ADMINISTRATION

OBJECTIVES: To provide promoters with assistance in producing profitable and successful theatrical events.

ACTIVITIES: Supplying skilled administration and labor in all areas pertaining to theatrical events and meetings.

PROGRAM NAME: WEST SIDE MARKET

OBJECTIVES: Provide a venue where quality food products can be bought and sold.

ACTIVITIES: Supervise Tenant contract compliance, fiscal and maintenance activities, rent structure development and overall planning.

**Expenditures**

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 503,344	\$ 450,645	\$ 470,802	\$ 510,558
Part-Time Permanent	533,328	380,251	361,027	206,000
School Guards	—	—	1,611	—
Longevity	2,325	6,375	5,775	6,100
Separation Payments	84,024	32,272	6,987	—
Overtime	122,062	107,734	119,463	100,000
	\$ 1,245,082	\$ 977,276	\$ 965,666	\$ 822,658
Benefits				
Hospitalization	\$ 85,803	\$ 74,071	\$ 72,266	\$ 71,162
Prescription	17,775	14,463	15,173	13,982
Dental	5,667	4,863	4,931	4,744
Vision Care	578	540	556	531
Public Employees Retire System	196,048	141,130	134,992	115,172
Fica-Medicare	15,511	13,581	13,379	11,929
Workers' Compensation	45,396	23,264	17,329	15,027
Life Insurance	488	431	453	450
Unemployment Compensation	165,816	58,931	15,867	22,568
Clothing Allowance	1,080	1,480	1,630	1,630
Tool Insurance	150	150	150	150
Clothing Maintenance	1,650	1,625	1,475	1,475
Union Welfare Payment	11,412	7,234	13,866	20,000
	\$ 547,372	\$ 341,764	\$ 292,067	\$ 278,820
Other Training & Professional Dues				
Professional Dues & Subscript	\$ 80	\$ 130	\$ —	\$ 250
	\$ 80	\$ 130	\$ —	\$ 250
Utilities				
Brokered Gas Supply	\$ 10,184	\$ 15,704	\$ 2,554	\$ 11,437
Gas	9,277	12,128	3,261	8,824
Electricity - Cpp	848,764	459,384	352,258	432,242
Steam	918,085	613,020	469,705	576,791
	\$ 1,786,309	\$ 1,100,237	\$ 827,777	\$ 1,029,294
Contractual Services				
Professional Services	\$ 16	\$ —	\$ 46	\$ 200
Parking In City Facilities	173,701	1,038	1,966	2,000
Equipment Rental	—	—	—	2,500
Other Contractual	122,369	48,997	72,856	71,500
Bank Service Fees	1,574	1,353	—	—
Credit Card Processing Fees	2,077	2,559	1,605	2,250
	\$ 299,737	\$ 53,947	\$ 76,472	\$ 78,450

PUBLIC AUDITORIUM

Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Materials & Supplies				
Office Supplies	\$ —	\$ 328	\$ —	\$ —
Hardware & Small Tools	3,100	—	—	—
Electrical Supplies	3,000	4,757	2,800	7,000
Hygiene And Cleaning Supplies	10,094	10,312	5,689	12,000
Painting Equipment & Supplies	—	—	—	500
Plumbing Supplies And Equip	1,000	846	8,483	2,000
Motors And Pumps	—	—	304	3,000
Heating And Air Filters	—	4,204	—	—
Lumber, Glass, And Drywall	2,000	—	1,908	1,000
Other Supplies	76	246	73	1,000
Safety Equipment	—	—	—	500
Batteries	—	—	—	200
Just In Time Office Supplies	380	576	720	1,000
Building Maintenance Supplies	—	—	5,200	1,000
	\$ 19,650	\$ 21,270	\$ 25,176	\$ 29,200
Maintenance				
Maintenance Machinery & Tools	\$ —	\$ —	\$ —	\$ 1,000
Maintenance Fire Apparatus	975	—	—	1,000
Maintenance Vehicles	—	—	—	4,000
Maintenance Utility Systems	7,288	—	9,999	6,000
Maintenance Misc. Equipment	11,534	—	—	1,000
Maintenance Building	5,880	600	4,205	4,000
	\$ 25,677	\$ 600	\$ 14,204	\$ 17,000
Claims, Refunds, Maintenance				
Indirect Cost	\$ 455,635	\$ 219,135	\$ 172,001	\$ 169,957
	\$ 455,635	\$ 219,135	\$ 172,001	\$ 169,957
Interdepart Service Charges				
Charges From Telephone Exch	\$ 59,211	\$ 53,503	\$ 57,650	\$ 59,400
Charges From Radio Comm System	5,279	7,094	8,688	10,709
Charges From Print & Repro	1,363	1,314	1,415	1,413
Charges From Central Storeroom	118	40	—	—
Charges From M.V.M.	16,820	17,331	7,886	6,632
Charges From Division Of Maint	20,010	132	—	—
Charges From Waste Collection	48,072	11,240	2,835	25,000
Charges From Parks Maintenance	33,142	9,340	11,788	10,000
	\$ 184,014	\$ 99,994	\$ 90,263	\$ 113,154
	\$ 4,563,557	\$ 2,814,354	\$ 2,463,625	\$ 2,538,783



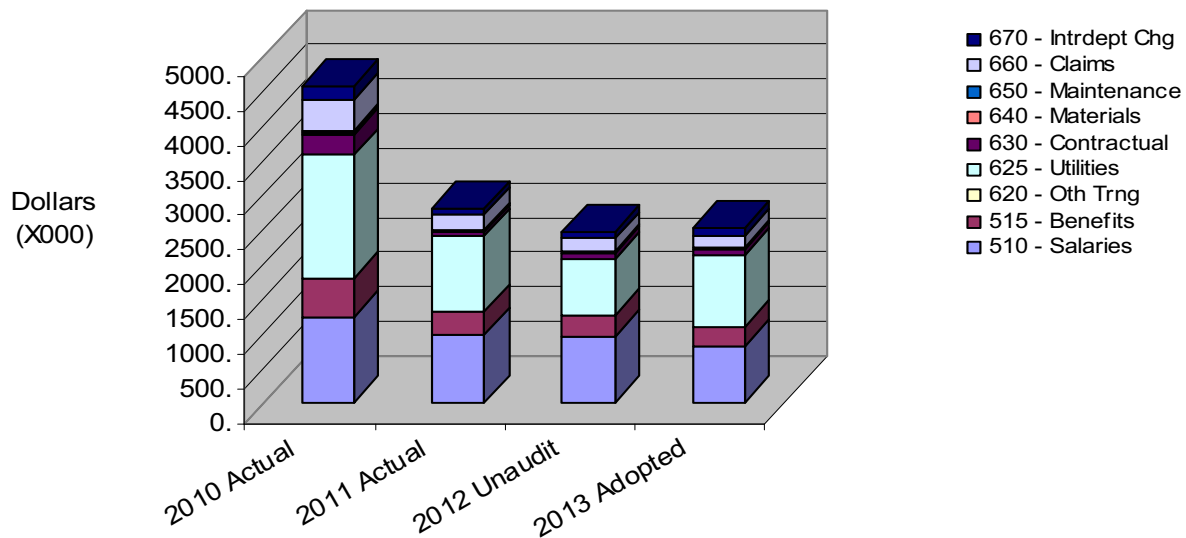
Department of Public Works

PUBLIC AUDITORIUM

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 1,458,147	\$ 469,306	\$ 1,027,450	\$ 482,000
Grant Revenue	103	500	—	—
Miscellaneous	6,605	397,370	118,412	439,314
Transfers In	—	1,218,684	1,297,038	1,612,426
Hotel Tax	3,809,006	—	—	—
Interest Earnings/Investment Income	533	123	26	—
	\$ 5,274,395	\$ 2,085,983	\$ 2,442,927	\$ 2,533,740

Public Auditorium Expenditures by Appropriation



PUBLIC AUDITORIUM

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Deputy Commissioner	26,273.96	82,493.55
1	1	1			
<u>SERVICE & MAINTENANCE</u>					
3	3	3	Custodial Worker	10.00	14.97
2	2	2	Guard	10.00	17.39
0	1	1	Municipal Service Laborer	15.95	17.95
1	0	0	Set-up Foreman	16.89	18.89
6	6	6			
<u>SKILLED CRAFT</u>					
1	0	1	Chief Building Stationary Engineer	19.80	20.64
1	1	1	Electrical Worker	44.23	55.29
1	1	1	Plumber	43.38	54.23
3	2	3			
10	9	10	TOTAL FULL TIME		
48	30	48	TOTAL PART TIME		
58	39	58	TOTAL DIVISION		



Department of Public Works

WESTSIDE MARKET GENERAL OPERATIONS

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 189,332	\$ 214,886	\$ 236,464	\$ 257,313
Part-Time Permanent	20,979	18,748	19,703	21,605
Longevity	775	775	1,525	2,100
Separation Payments	28,199	741	—	—
Overtime	16,036	17,876	12,900	20,000
	\$ 255,320	\$ 253,026	\$ 270,592	\$ 301,018
Benefits				
Hospitalization	\$ 41,611	\$ 44,081	\$ 54,681	\$ 61,260
Prescription	6,935	9,142	12,396	13,180
Dental	2,663	2,953	3,840	4,179
Vision Care	263	300	353	354
Public Employees Retire System	38,055	35,162	37,945	42,143
Fica-Medicare	3,209	3,629	3,853	4,365
Workers' Compensation	3,575	4,410	3,905	3,750
Life Insurance	236	236	270	270
Clothing Allowance	430	1,230	1,660	1,660
Tool Insurance	150	150	300	300
Clothing Maintenance	100	400	500	500
	\$ 97,227	\$ 101,692	\$ 119,703	\$ 131,961
Other Training & Professional Dues				
Professional Dues & Subscript	\$ 50	\$ 100	\$ 100	\$ 140
	\$ 50	\$ 100	\$ 100	\$ 140
Utilities				
Brokered Gas Supply	\$ 37,088	\$ 42,128	\$ 54,299	\$ 52,000
Gas	19,487	21,571	35,698	32,000
Electricity - Cpp	135,587	134,231	134,069	130,000
Security & Monitoring System	1,080	799	540	1,418
	\$ 193,242	\$ 198,729	\$ 224,606	\$ 215,418
Contractual Services				
Mileage (Private Auto)	\$ 427	\$ 312	\$ 474	\$ 360
Janitorial Services	167,500	186,400	170,500	198,000
Other Contractual	116,674	156,062	120,902	135,700
Refunds & Miscellaneous	—	16	—	—
	\$ 284,601	\$ 342,790	\$ 291,876	\$ 334,060

WESTSIDE MARKET GENERAL OPERATIONS

Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Materials & Supplies				
Office Supplies	\$ —	\$ 92	\$ —	\$ —
Chemical	—	—	1,840	1,530
Fire/Ems Apparatus Parts	—	—	—	450
Salt & De-Icer	615	650	278	1,000
Boilers, Heaters & Cool Equip	8,945	6,946	8,662	7,550
Small Equipment	1,935	—	—	2,000
Electrical Supplies	—	—	1,800	2,000
Hygiene And Cleaning Supplies	7,930	—	3,287	8,000
Doors, Shutters And Windows	3,400	—	1,703	4,500
Plumbing Supplies And Equip	—	—	727	2,700
Motors And Pumps	—	—	428	450
Medical Supplies	—	—	—	450
Other Supplies	—	384	840	1,350
Just In Time Office Supplies	849	1,011	1,198	1,183
Building Maintenance Supplies	724	1,133	—	384
	\$ 24,398	\$ 10,216	\$ 20,762	\$ 33,547
Maintenance				
Maintenance Machinery & Tools	\$ 14,030	\$ 12,152	\$ 12,395	\$ 14,999
Maintenance Fire Apparatus	—	700	—	900
Maintenance Building	5,929	13,407	12,510	13,500
	\$ 19,959	\$ 26,259	\$ 24,905	\$ 29,399
Claims, Refunds, Maintenance				
Indirect Cost	\$ 38,578	\$ 31,404	\$ 31,181	\$ 33,283
	\$ 38,578	\$ 31,404	\$ 31,181	\$ 33,283
Interdepart Service Charges				
Charges From Telephone Exch	\$ 4,489	\$ 3,216	\$ 3,879	\$ 4,150
Charges From W.P.C.	—	—	—	500
Charges From Print & Repro	243	1,376	1,115	1,032
Charges From Central Storeroom	—	—	—	41
Charges From Division Of Maint	23,709	15,262	18,921	8,000
Charges From Waste Collection	38,096	48,101	36,580	40,000
Charges From Community Develop	—	—	—	2,000
	\$ 66,537	\$ 67,954	\$ 60,496	\$ 55,723
	\$ 979,912	\$ 1,032,171	\$ 1,044,221	\$ 1,134,549

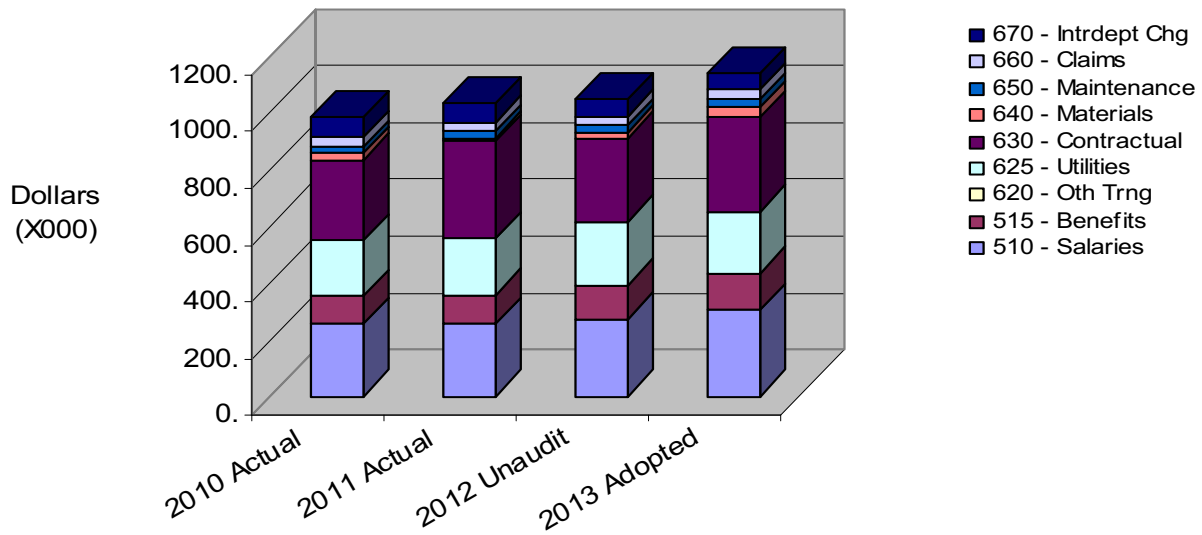
Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 1,293,118	\$ 1,288,387	\$ 1,301,692	\$ 1,245,321
Miscellaneous	2,821	40	—	—
Interest Earnings/Investment Income	1,544	1,358	2,063	—
	\$ 1,297,483	\$ 1,289,785	\$ 1,303,755	\$ 1,245,321



WESTSIDE MARKET GENERAL OPERATIONS

Westside Market Expenditures by Appropriation



WESTSIDE MARKET GENERAL OPERATIONS

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Manager of Markets	23,647.11	78,080.22
1	1	1			
<u>ADMINISTRATIVE SUPPORT</u>					
1	0	0	Principal Clerk	14.88	20.10
1	0	0			
<u>PROFESSIONALS</u>					
0	1	1	Assistant Administrator	20,800.00	56,847.22
2	2	2	Building Stationary Engineer	18.52	19.33
2	3	3			
<u>SERVICE & MAINTENANCE</u>					
2	2	2	Municipal Service Laborer	15.95	17.95
2	2	2			
6	6	6	TOTAL FULL TIME		
1	1	1	TOTAL PART TIME		
7	7	7	TOTAL DIVISION		



CLEVELAND STADIUM

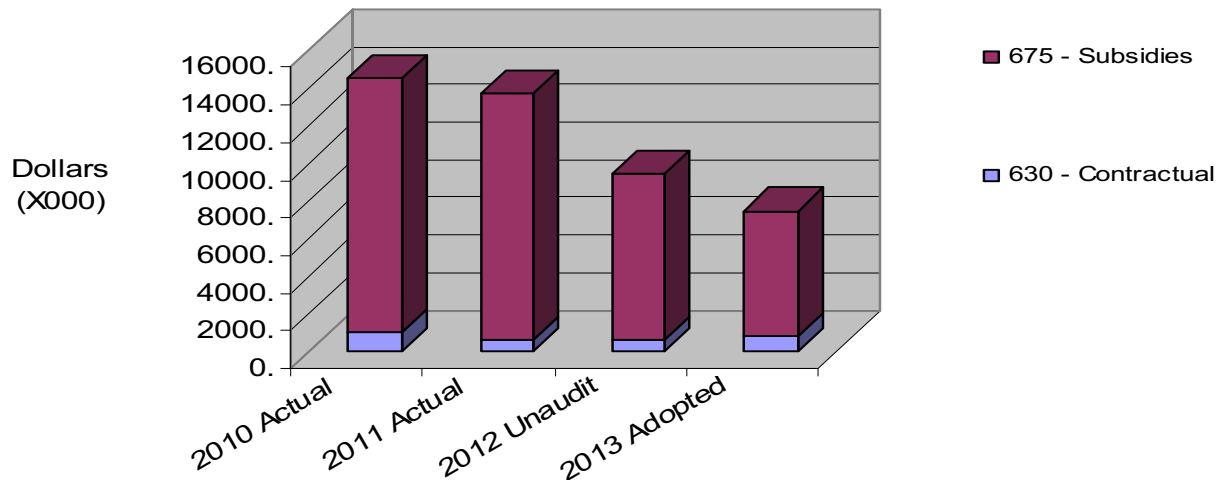
Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Contractual Services				
Professional Services	\$ 472,880	\$ 13,100	\$ 40,575	\$ 50,000
Insurance And Official Bonds	98,515	—	84,240	98,515
Property Rental	—	18,216	—	9,109
Other Contractual	—	84,240	—	—
Stadium Property Tax	453,013	453,423	452,380	647,000
	\$ 1,024,408	\$ 568,979	\$ 577,195	\$ 804,624
Interfund Subsidies				
Transfer to Other SubClasses	\$ —	\$ —	\$ 5,000,000	\$ —
Transfer To Debt Service Fund	13,487,946	13,138,606	3,814,081	6,632,376
	\$ 13,487,946	\$ 13,138,606	\$ 8,814,081	\$ 6,632,376
	\$ 14,512,354	\$ 13,707,585	\$ 9,391,276	\$ 7,437,000

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Other Shared Revenue	13,486,009	13,128,471	13,570,128	13,500,000
Transfers In	502,184	500,000	—	7,250,000
Interest Earnings/Investment Income	1,974	10,227	5,671	—
	\$ 14,240,167	\$ 13,888,698	\$ 13,825,799	\$ 21,000,000

Stadium Expenditures by Appropriation



EASTSIDE MARKET

Expenditures

Contractual Services

Security Services

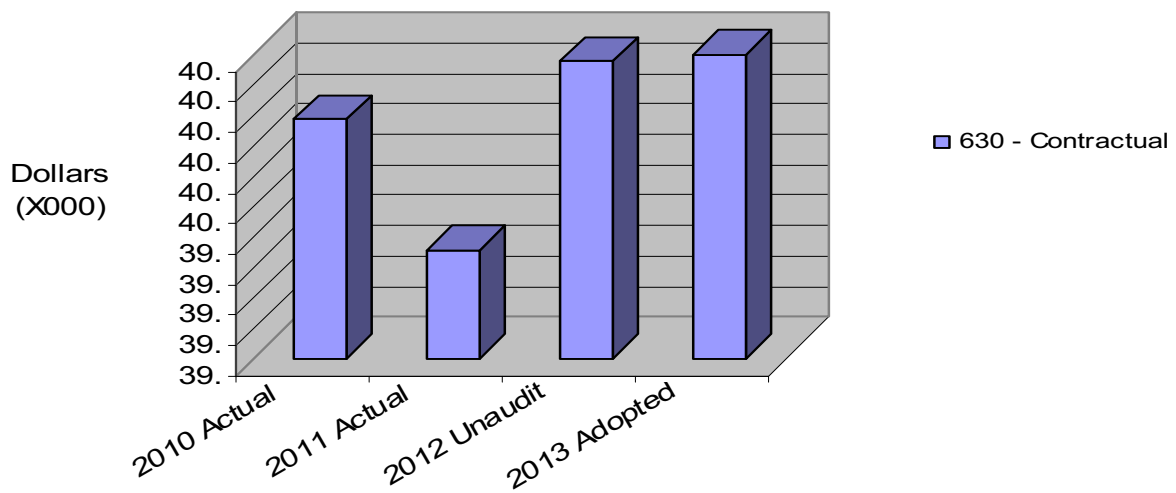
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
\$	39,786	\$ 39,357	\$ 39,978	\$ 40,000
\$	39,786	\$ 39,357	\$ 39,978	\$ 40,000
\$	39,786	\$ 39,357	\$ 39,978	\$ 40,000

Revenues

Interest Earnings/Investment Income

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
\$	414	\$ 136	\$ 99	\$ —
\$	414	\$ 136	\$ 99	\$ —
\$	414	\$ 136	\$ 99	\$ —

Eastside Market Expenditures by Appropriation





Department of Community Development

COMMUNITY DEVELOPMENT DIRECTOR'S OFFICE

Daryl Rush, Director

Mission Statement

To provide supervision, management and control over the three divisions of the Department of Community Development. The Director's Office directs and coordinates the Emergency Shelter Grant, Public Information and Fair Housing & Consumer Affairs activities.

PROGRAM NAME: CONSUMER AFFAIRS

OBJECTIVE: To provide relief from fraudulent, unfair, deceptive, and unconscionable business practices, by monitoring and enforcing the Cleveland Consumer Protection Code, Fair Housing Codes, and Community Reinvestment Act as well as State and Federal Consumer Protection laws

ACTIVITIES: The Office of Fair Housing & Consumer Affairs (FHCA) enforces Cleveland's 1972 Consumer Protection Code, as well as educates the public regarding scams and fraudulent business practices. It works with the media, holds public neighborhood forums, and works cooperatively with private and governmental consumer agencies. It interacts with various levels of government to impact key consumer issues, ranging from Public Utilities Commission of Ohio (PUCO) rate matters to banking practices. This office may subpoena witnesses and hold hearings to determine whether a vendor has engaged in unfair practices with a Cleveland consumer. Along with field work, this may result in prosecution.

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 87,497	\$ 91,823	\$ 87,540	\$ 177,733
Board Members	—	—	21,152	23,076
Longevity	—	—	—	300
Separation Payments	1,228	—	—	—
	\$ 88,725	\$ 91,823	\$ 108,692	\$ 201,109
Benefits				
Hospitalization	\$ 8,528	\$ 6,881	\$ 7,018	\$ 29,604
Prescription	2,544	2,135	2,240	7,560
Dental	622	479	492	2,153
Vision Care	151	137	140	260
Public Employees Retire System	15,478	11,549	13,454	28,159
Fica-Medicare	1,266	1,188	2,890	2,909
Workers' Compensation	2,366	1,603	3,949	1,363
Life Insurance	101	90	90	186
Unemployment Compensation	8,525	—	—	10,000
	\$ 39,581	\$ 24,062	\$ 30,271	\$ 82,194
Other Training & Professional Dues				
Travel	\$ —	\$ 55	\$ 941	\$ 500
Tuition & Registration Fees	2,900	130	30	200
Mileage (Priv Auto) Trng Prps	—	—	—	700
	\$ 2,900	\$ 185	\$ 971	\$ 1,400
Contractual Services				
Professional Services	\$ 2,346	\$ —	\$ —	\$ —
Travel- Non-Training	—	—	8	—
Mileage (Private Auto)	16	46	72	900
Advertising And Public Notice	—	4,768	2,393	4,500
Parking In City Facilities	—	23	—	500
Property Rental	15,462	—	—	—
Other Contractual	—	451	—	500
	\$ 17,824	\$ 5,288	\$ 2,473	\$ 6,400
Materials & Supplies				
Office Furniture & Equipment	\$ —	\$ —	\$ 212	\$ —
Special Events Supplies	—	—	1,523	—
Just In Time Office Supplies	377	100	85	1,800
	\$ 377	\$ 100	\$ 1,820	\$ 1,800
Interdepart Service Charges				
Charges From Telephone Exch	\$ 6,195	\$ 3,071	\$ 1,503	\$ 1,111
Charges From Print & Repro	1,258	1,116	1,800	1,829
Charges From Central Storeroom	132	16	—	25
	\$ 7,585	\$ 4,203	\$ 3,303	\$ 2,965
	\$ 156,992	\$ 125,661	\$ 147,529	\$ 295,868



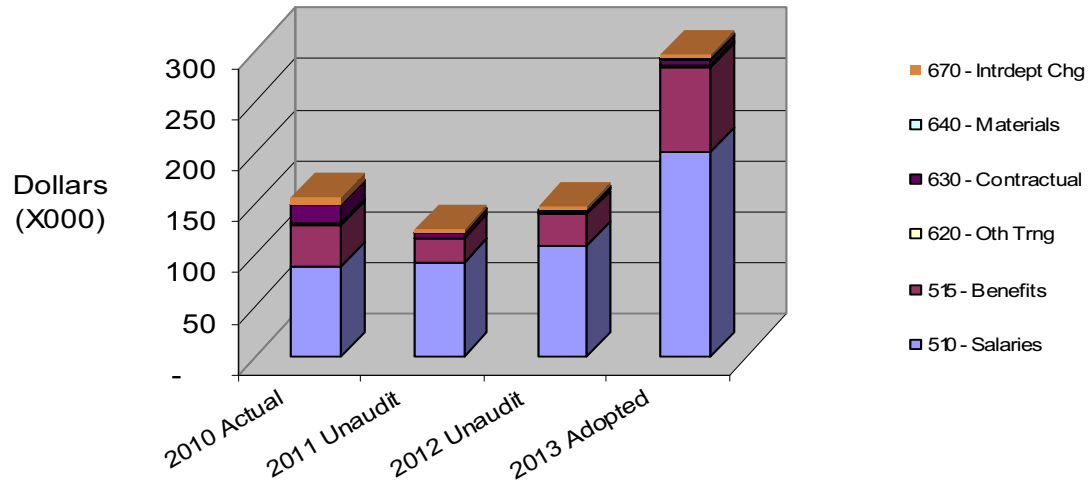
Department of Community Development

COMMUNITY DEVELOPMENT DIRECTOR'S OFFICE

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ —	\$ —	\$ (25)	\$ —
Miscellaneous	80	—	25	—
	<u>\$ 80</u>	<u>\$ —</u>	<u>\$ —</u>	<u>\$ —</u>

CD Director's Office Expenditures by Appropriation Fair Housing Consumer Affairs





COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>PROFESSIONALS</u>					
1	1	1	Administrative Manager	27,193.55	101,816.22
2	0	2	Assistant Administrator	20,800.00	56,847.22
1	1	1	Consumer Protection Specialist	10.00	18.43
4	2	4			
4	2	4	TOTAL FULL TIME		
<u>BOARD MEMBERS</u>					
5	5	5	Fair Housing Board Member	4,500.00	5,075.00
5	5	5	TOTAL BOARD MEMBERS		
9	7	9	TOTAL DIVISION		



Department of Building and Housing

BUILDING AND HOUSING DIRECTOR'S OFFICE

Edward W. Rybka, Director

Mission Statement

To contribute to Cleveland's urban renaissance by preserving and strengthening neighborhoods through ambitious code enforcement and knowledgeable and customer-friendly permit processing.

This Department was established to administer and enforce the provisions of the Cleveland Building, Housing, and Zoning Codes plus the National Electrical Code and the Ohio Building, Mechanical, Plumbing, and Elevator Codes. The Department has two primary functions - Plan Examination and Code Enforcement and is divided into two divisions, Construction Permitting and Code Enforcement, and the Director's Office. The Department registers building contractors, issues permits, inspects all new construction and major rehabilitation, engages in a systematic and complaint driven code enforcement program for existing properties and provides nuisance abatement to unsafe and/or condemned properties.

PROGRAM NAME: DIRECTOR'S OFFICE

OBJECTIVES: To provide supervision and management assistance to the Code Enforcement and Permit Sections.

ACTIVITIES: Monitor Department expenditures and revenues and other accounting activities. Maintain records and provide information services. Perform personnel and labor relations functions. Monitor nuisance abatement activities. Oversee and coordinate activities of state-certified staff in both divisions in accordance with State requirements.

BUILDING AND HOUSING DIRECTOR'S OFFICE

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 978,541	\$ 1,037,654	\$ 1,078,571	\$ 1,182,359
Longevity	—	10,100	10,650	10,875
Separation Payments	27,826	16,702	8,586	33,400
	\$ 1,006,368	\$ 1,064,456	\$ 1,097,807	\$ 1,226,634
Benefits				
Hospitalization	\$ 145,886	\$ 146,302	\$ 162,254	\$ 187,713
Flex Save Admin Fees	—	—	180	—
Prescription	29,622	31,535	35,860	38,856
Dental	9,323	10,946	12,385	13,901
Vision Care	1,331	1,443	1,425	1,401
Public Employees Retire System	158,271	146,418	152,165	167,053
Fica-Medicare	8,717	10,162	11,185	13,245
Workers' Compensation	15,993	21,765	17,311	14,717
Life Insurance	945	975	965	993
	\$ 370,088	\$ 369,545	\$ 393,730	\$ 437,879
Other Training & Professional Dues				
Travel	\$ —	\$ 1,719	\$ 1,936	\$ 1,720
Tuition & Registration Fees	775	100	550	1,691
Other Training Supplies	298	—	219	361
Mileage (Priv Auto) Trng Prps	21	—	—	110
Professional Dues & Subscript	3,571	2,170	4,970	4,970
	\$ 4,665	\$ 3,989	\$ 7,675	\$ 8,852
Contractual Services				
Professional Services	\$ 53,000	\$ 50,000	\$ 102,000	\$ 521,000
Court Reporter	—	32	—	100
Travel- Non-Training	—	—	46	100
Mileage (Private Auto)	177	—	9	405
Medical Services	—	399	206	400
Freight Expense	—	—	13	100
Advertising And Public Notice	—	384	190	—
Parking In City Facilities	2,979	5,232	5,272	4,400
Other Contractual	3,338	6,676	1,740	11,400
Credit Card Processing Fees	42,821	71,205	74,855	71,200
	\$ 102,314	\$ 133,927	\$ 184,331	\$ 609,105
Materials & Supplies				
Office Supplies	\$ 465	\$ 1,288	\$ 598	\$ 1,300
Postage	—	241	276	300
Computer Supplies	1,660	2,334	3,908	5,100
Other Supplies	267	10	663	400
Batteries	—	—	153	—
Just In Time Office Supplies	11,575	1,431	10,621	9,070
	\$ 13,967	\$ 5,304	\$ 16,219	\$ 16,170
Maintenance				
Maintenance Contracts	\$ 6,977	\$ 6,763	\$ 6,578	\$ 6,800
Computer Software Maintenance	—	—	—	5,000
	\$ 6,977	\$ 6,763	\$ 6,578	\$ 11,800



Department of Building and Housing

BUILDING AND HOUSING DIRECTOR'S OFFICE

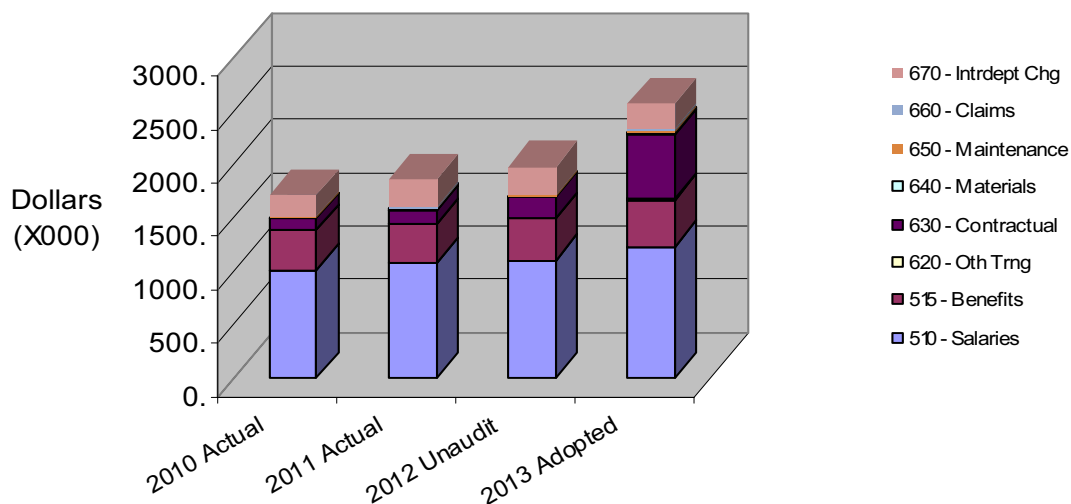
Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Claims, Refunds, Maintenance				
Judgements, Damages, & Claims	\$ —	\$ 13,716	\$ 1,000	\$ 14,100
	\$ —	\$ 13,716	\$ 1,000	\$ 14,100
Interdepart Service Charges				
Charges From Telephone Exch	\$ 37,334	\$ 51,398	\$ 51,260	\$ 52,664
Charges From Radio Comm System	1,435	1,564	781	1,220
Charges From Print & Repro	55,081	57,035	70,098	60,000
Charges From Central Storeroom	91,454	117,065	129,889	113,500
Charges From M.V.M.	18,082	29,256	15,589	13,111
	\$ 203,386	\$ 256,318	\$ 267,617	\$ 240,495
	\$ 1,707,766	\$ 1,854,020	\$ 1,974,958	\$ 2,565,035

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ (36,024)	\$ (13,489)	\$ (18,738)	\$ 650
Licenses & Permits	9,634,280	13,058,330	11,232,744	10,113,842
Miscellaneous	18,562	46,857	69,096	47,170
Other Shared Revenue	91,742	(79,027)	(53,027)	—
Local Taxes	—	266	(266)	—
	\$ 9,708,559	\$ 13,012,938	\$ 11,229,809	\$ 10,161,662

Building & Housing Director's Expenditures Office by Appropriation



BUILDING AND HOUSING DIRECTOR'S OFFICE

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Assistant Administrator	20,800.00	56,847.22
1	1	1	Deputy Director of Building & Housing	36,590.39	137,860.74
1	1	1	Director of Building & Housing	50,795.81	176,729.77
1	1	1	Secretary to the Director	36,590.39	142,340.94
4	4	4			
<u>ADMINISTRATIVE SUPPORT</u>					
0	0	1	Customer Service Representative	12.15	17.67
1	1	1	Principal Cashier	14.66	23.74
2	0	0	Principal Clerk	14.88	20.10
2	2	2	Senior Cashier	12.57	20.20
5	5	5	Senior Clerk	12.47	16.58
10	8	9			
<u>PROFESSIONALS</u>					
1	1	1	Accountant III	15.48	24.58
4	4	4	Administrative Officer	20,800.00	52,979.99
0	1	0	Office Manager	20,800.00	49,669.98
0	0	1	Project Coordinator	27,325.56	90,294.89
1	1	1	Senior Budget & Management Analyst	26,273.96	78,265.22
1	1	1	Supervisor Data Processing	20,800.00	58,115.49
7	8	8			
<u>TECHNICIAN</u>					
0	1	1	Financial Systems Coordinator	23,647.11	67,017.93
1	1	0	Residential Building Inspector	17.69	20.33
1	2	1			
22	22	22	TOTAL FULL TIME		
22	22	22	TOTAL DIVISION		



Department of Building and Housing

DIVISION OF CODE ENFORCEMENT

Thomas Vanover, Commissioner

PROGRAM NAME: *DIVISION OF CODE ENFORCEMENT*

OBJECTIVES: To inspect structures for the purpose of enforcing the City of Cleveland Building, Housing, and Zoning Codes and the Ohio Building Code and referenced standards. Maintain uniform standards and requirements, of residential, commercial, and industrial buildings.

ACTIVITIES: Cite, condemn, board up and secure, abate, or demolish those structures not in compliance with these Codes, which constitute a nuisance and/or a hazard to the general public. Prosecute code enforcement cases and represent the City in all civil matters.

DIVISION OF CODE ENFORCEMENT

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 3,470,258	\$ 3,248,492	\$ 3,018,593	\$ 4,097,748
Part-Time Permanent	—	14,621	—	71,200
Longevity	—	39,975	33,875	35,050
Separation Payments	85,638	93,622	67,376	68,500
Bonus Incentive	1,800	1,800	1,200	1,800
Overtime	4,682	3,589	1,760	7,500
	\$ 3,562,378	\$ 3,402,099	\$ 3,122,804	\$ 4,281,798
Benefits				
Hospitalization	\$ 663,465	\$ 606,848	\$ 561,512	\$ 672,459
Flex Save Admin Fees	—	—	240	—
Prescription	124,519	116,053	121,351	142,030
Dental	43,675	43,826	42,747	50,279
Vision Care	6,520	6,072	5,770	6,168
Public Employees Retire System	625,420	522,097	494,774	589,864
Fica-Medicare	48,215	48,489	48,190	58,713
Workers' Compensation	122,341	107,568	126,832	105,585
Life Insurance	4,016	3,698	3,407	3,669
Unemployment Compensation	10,013	25,237	8,537	24,700
Clothing Allowance	7,696	7,974	—	—
Clothing Maintenance	—	1,350	2,700	1,350
Autoimobile Maintenance Allow	5,400	—	—	—
	\$ 1,661,280	\$ 1,489,212	\$ 1,416,061	\$ 1,654,817
Other Training & Professional Dues				
Travel	\$ —	\$ 2,866	\$ —	\$ —
Tuition & Registration Fees	2,360	980	436	4,772
Other Training Supplies	748	2,125	8,033	3,112
Mileage (Priv Auto) Trng Prps	891	998	2,537	900
Professional Dues & Subscript	6,720	7,480	4,620	7,500
	\$ 10,719	\$ 14,450	\$ 15,625	\$ 16,284
Contractual Services				
Professional Services	\$ 8,214	\$ 6,750	\$ 64,225	\$ 9,500
Travel- Non-Training	5,630	5,814	5,338	5,000
Mileage (Private Auto)	117,109	119,351	126,370	120,000
Freight Expense	—	—	213	300
Parking In City Facilities	10,395	17,325	11,825	15,500
	\$ 141,348	\$ 149,240	\$ 207,971	\$ 150,300
Materials & Supplies				
Office Supplies	\$ —	\$ 2,064	\$ 906	\$ 3,000
Computer Supplies	4,162	—	—	5,000
Clothing	—	1,994	6,414	9,000
Photographic Supplies	—	—	3,461	4,000
Other Supplies	—	—	4	—
Safety Equipment	—	1,597	—	1,500
Batteries	259	—	—	—
Just In Time Office Supplies	13,008	4,942	8,747	12,500
	\$ 17,429	\$ 10,597	\$ 19,532	\$ 35,000



Department of Building and Housing

DIVISION OF CODE ENFORCEMENT

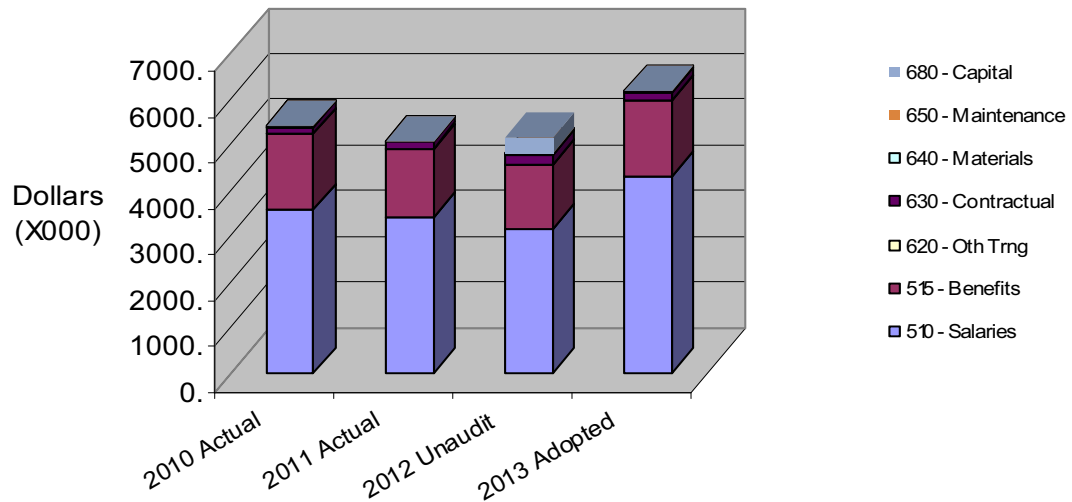
Expenditures (Continued)

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Maintenance				
Car Washes	\$ 450	\$ —	\$ —	\$ 450
	\$ 450	\$ —	\$ —	\$ 450
Capital Outlay				
Transfer To Capital Project	\$ —	\$ —	\$ 350,000	\$ —
	\$ —	\$ —	\$ 350,000	\$ —
	\$ 5,393,603	\$ 5,065,597	\$ 5,131,993	\$ 6,138,649

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Licenses & Permits	\$ —	\$ 13,192	\$ —	\$ —
Miscellaneous	780	225	910	—
	\$ 780	\$ 13,417	\$ 910	\$ —

Building & Housing Code Enforcement Expenditures by Appropriation



DIVISION OF CODE ENFORCEMENT

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	2	1	Bureau Manager - Demolition	26,797.11	82,152.52
			Asst Comm Of Bldg & Hsng	26,274.00	83,427.76
1	0	1	Assistant Building Official	42,758.15	137,860.74
1	1	1	Commissioner of Code Enforcement	42,758.15	137,860.74
3	3	3			
<u>ADMINISTRATIVE SUPPORT</u>					
0	0	1	Paralegal	20,800.00	43,700.85
2	1	1	Principal Clerk	14.88	20.10
7	7	7	Senior Clerk	12.47	16.58
9	8	9			
<u>PROFESSIONALS</u>					
2	1	1	Building Inspector Interim	19.00	20.36
5	4	5	Chief Building Inspector	20,800.00	68,000.00
1	1	1	Chief Electrical Inspector	20,800.00	68,000.00
1	1	1	Chief Elevator Inspector	20,800.00	68,000.00
9	7	8			
<u>TECHNICIAN</u>					
6	4	6	Building Inspector 1	14.08	24.60
4	3	3	Building Inspector 2	14.89	25.99
0	1	1	Building Inspector 3	15.70	27.39
1	1	1	Building Inspector 4	26.35	28.81
0	0	1	Building Inspector Trainee	18.60	20.33
1	1	2	Electrical Safety Inspector 1	14.83	24.60
4	1	1	Electrical Safety Inspector 2	15.66	25.99
0	2	2	Electrical Safety Inspector 3	16.49	27.39
5	4	5	Elevator Inspector	14.23	24.60
1	1	1	Mechanical Inspector Interim	19.00	20.36
1	1	1	Mechanical Inspector 2	14.89	25.99
1	1	1	Mechanical Inspector 3	15.70	27.39
3	3	3	Plumbing Inspector 2	15.66	25.99
1	1	1	Plumbing Inspector 3	16.49	27.39
34	34	34	Residential Building Inspector	17.69	20.33
62	58	63			
83	76	83	TOTAL FULL TIME		
<u>PART TIME</u>					
1	0	1	Project Director	22,333.40	80,282.43
1	0	1	TOTAL PART TIME		
84	76	84	TOTAL DIVISION		



Department of Building and Housing

DIVISION OF CONSTRUCTION PERMITTING

Navid Hussain, Commissioner

PROGRAM NAME: *DIVISION OF CONSTRUCTION PERMITTING*

OBJECTIVES: To insure that standards are met that involves the construction, alterations, and repairs of residential, commercial, and industrial buildings. Administer contractor's registrations.

ACTIVITIES: Update procedures for plan examinations and permit issuances. Review and process permit applications and plan reviews in accordance with City and State standards.

DIVISION OF CONSTRUCTION PERMITTING

Expenditures

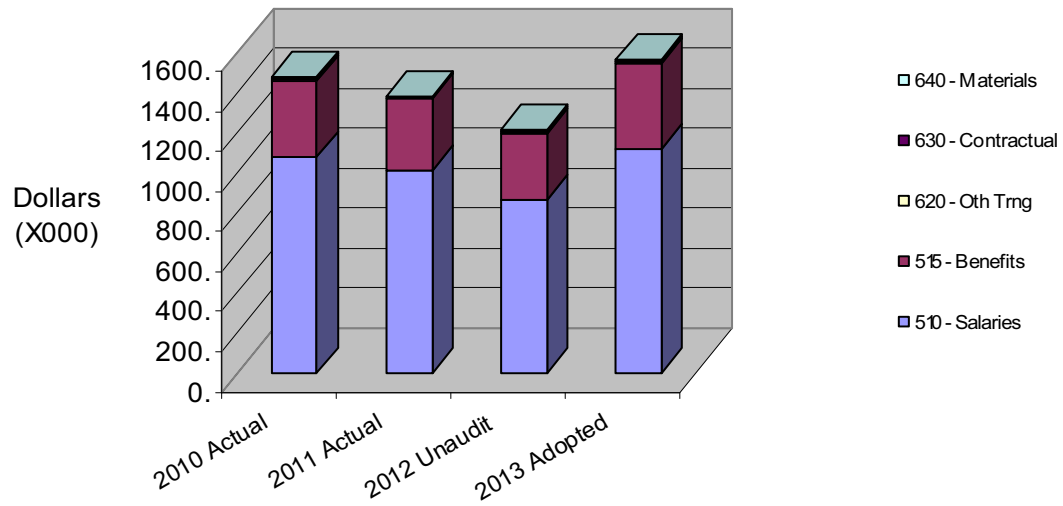
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 1,039,578	\$ 958,965	\$ 810,562	\$ 1,049,140
Part-Time Permanent	1,827	9,867	—	—
Longevity	—	12,275	9,150	8,625
Separation Payments	32,130	31,802	44,867	57,182
	\$ 1,073,535	\$ 1,012,910	\$ 864,579	\$ 1,114,947
Benefits				
Hospitalization	\$ 162,622	\$ 158,311	\$ 148,647	\$ 187,709
Prescription	22,946	22,002	21,855	29,806
Dental	10,272	10,557	9,382	11,663
Vision Care	1,376	1,273	1,148	1,302
Public Employees Retire System	164,414	138,306	115,102	146,880
Fica-Medicare	9,434	9,688	9,188	15,213
Workers' Compensation	13,122	19,275	15,521	11,893
Life Insurance	938	840	699	838
Unemployment Compensation	—	—	8,138	24,700
	\$ 385,124	\$ 360,253	\$ 329,680	\$ 430,004
Other Training & Professional Dues				
Tuition & Registration Fees	\$ 2,000	\$ —	\$ —	\$ 1,725
Other Training Supplies	256	—	—	1,000
Professional Dues & Subscript	—	791	800	800
	\$ 2,256	\$ 791	\$ 800	\$ 3,525
Contractual Services				
Professional Services	\$ —	\$ —	\$ 3,725	\$ —
Other Contractual	10,125	7,963	8,100	8,100
	\$ 10,125	\$ 7,963	\$ 11,825	\$ 8,100
Materials & Supplies				
Office Supplies	\$ 993	\$ 298	\$ —	\$ 400
Computer Supplies	—	—	—	300
Just In Time Office Supplies	4,204	1,009	3,045	4,000
	\$ 5,196	\$ 1,307	\$ 3,045	\$ 4,700
	\$ 1,476,237	\$ 1,383,223	\$ 1,209,928	\$ 1,561,276



Department of Building and Housing

DIVISION OF CONSTRUCTION PERMITTING

Building & Housing Construction Permitting Expenditures by Appropriation



DIVISION OF CONSTRUCTION PERMITTING

COMPARISON OF STAFFING LEVEL

No. of Employees			Salary Schedule		
Budget 2012	December 2012	Budget 2013	Position	Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Assistant Commissioner of Construction Permitting	26,273.96	89,367.64
1	1	1	Commissioner of Construction Permitting	42,758.15	137,860.74
2	2	2			
<u>ADMINISTRATIVE SUPPORT</u>					
0	0	1	Customer Support Center Manager	12.15	17.67
3	1	3	Senior Clerk	12.47	16.58
3	1	4			
<u>PROFESSIONALS</u>					
4	4	4	Assistant Plan Examiner	16.29	23.32
2	3	4	Chief Architect	23,647.11	101,803.14
1	1	1	Chief Civil Engineer	23,647.11	84,588.76
1	0	0	Chief Mechanical Engineer	23,647.11	84,588.76
0	0	1	Data Base Administrator	39,937.34	109,791.53
1	0	0	Data Base Analyst	30,214.95	89,155.89
1	0	0	Deputy Project Director	20,092.80	62,836.42
1	1	1	Electrical Engineer		
1	0	0	Plan Examiner	19.56	26.36
2	2	2	Residential Plan Examiner	19.56	26.36
14	11	13			
19	14	19	TOTAL FULL TIME		
19	14	19	TOTAL DIVISION		



Department of Economic Development

DEPARTMENT OF ECONOMIC DEVELOPMENT

Tracey A. Nichols, Director

Mission Statement

To provide governmental leadership that will capitalize on Cleveland's economic strength by the encouragement of economic development, and to provide programs for the city, which will generate additional tax revenue, employment and real property values.

Major responsibilities include the following: manage the overall operations of the Department; plan a comprehensive economic development program; operate major commercial/institutional development and redevelopment programs; develop and implement a comprehensive industrial development strategy; operate business investment lending programs; serve as an ombudsman for small businesses within City government; coordinate small business assistance groups; organize local neighborhood based retention and expansion plans; provide business development and marketing resources; and planning and economic policy support.

PROGRAM NAME: ADMINISTRATION

OBJECTIVES: To provide day-to-day management of staff assignments, program development, legislation affairs, program policy and planning. To provide a development strategy for Cleveland in cooperation with other city departments and provide economic development support to the Mayor, City Council, city departments, and the business community. Also, perform capital and operating budget management, loan portfolio and compliance management, grantor agency financial reporting, and coordinate program audits and management information services.

ACTIVITIES: Provide policy for program management and administer loan programs.

PROGRAM NAME: BUSINESS DEVELOPMENT

OBJECTIVES: To assist in the development of real estate opportunities for new businesses as well as assist area businesses with City regulatory, licensing, zoning and building code procedures and clearances. Also, provide assistance in real estate and site location and drafts of expansion plans for area businesses. Develop strategies to promote Cleveland as a good place to live and work.

ACTIVITIES: Collect and make available pertinent real estate and city data. Produce site and expansion plans. Implement interdepartmental programs. Implement and administer the Neighborhood Development Investment Fund (NDIF). Produce marketing brochures promoting both Cleveland and Economic Development assistance programs.

PROGRAM NAME: BUSINESS RETENTION & EXPANSION

OBJECTIVES: To provide assistance to commercial, industrial, and residential business or projects using federal, state local and private resources to foster economic development in the City of Cleveland.

ACTIVITIES: Market loan programs to the business and the lending community as viable sources of fixed asset financing; package low interest long term loans and tax incentives to businesses; package loans and grants to local development corporations to support for-profit and non-profit neighborhood development; secure federal funds for commercial lending; utilize the Cleveland Citywide Development Corporation to review proposed development projects. Coordinate small business assistance groups; organize local neighborhood based retention and expansion plans.

DEPARTMENT OF ECONOMIC DEVELOPMENT

Expenditures

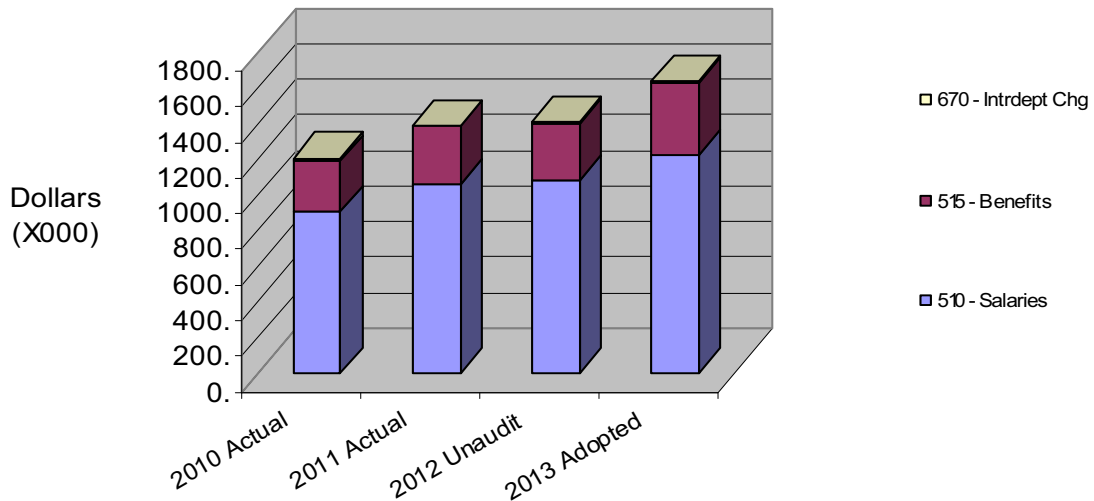
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Salaries and Wages				
Full Time Permanent	\$ 897,996	\$ 1,054,137	\$ 1,039,898	\$ 1,214,805
Longevity	—	4,475	4,300	3,725
Separation Payments	3,181	—	34,841	—
	\$ 901,177	\$ 1,058,612	\$ 1,079,039	\$ 1,218,530
Benefits				
Hospitalization	\$ 93,919	\$ 107,824	\$ 105,692	\$ 166,215
Flex Save Admin Fees	—	—	180	—
Prescription	20,791	24,218	23,895	32,408
Dental	6,314	7,776	7,561	12,262
Vision Care	736	873	845	1,348
Public Employees Retire System	143,701	150,317	146,949	164,295
Fica-Medicare	11,665	13,772	14,087	17,669
Workers' Compensation	11,203	18,717	17,227	14,843
Life Insurance	638	731	704	855
	\$ 288,967	\$ 324,228	\$ 317,141	\$ 409,895
Interdepart Service Charges				
Charges From Telephone Exch	\$ 5,116	\$ 3,674	\$ 4,018	\$ 4,434
Charges From Print & Repro	7,731	2,128	8,660	7,630
Charges From Central Storeroom	2,545	2,798	2,757	1,571
Charges From M.V.M.	1,222	1,037	1,886	1,586
	\$ 16,613	\$ 9,637	\$ 17,320	\$ 15,221
	\$ 1,206,757	\$ 1,392,477	\$ 1,413,500	\$ 1,643,646



Department of Economic Development

DEPARTMENT OF ECONOMIC DEVELOPMENT

Economic Development Expenditures by Appropriation



Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Licenses & Permits	\$ 37,500	\$ 37,500	\$ 100,000	\$ —
Miscellaneous	382	11	5	—
Transfers In	1,305,139	1,503,898	1,275,431	1,531,715
	\$ 1,343,021	\$ 1,541,409	\$ 1,375,436	\$ 1,531,715

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2012	December 2012	Budget 2013		Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	0	1	Budget Administrator	30,214.95	103,869.21
1	1	1	Director of Economic Development	50,795.81	176,729.77
1	1	1	Executive Assistant To The Mayor	50,795.78	183,340.00
1	1	1	Secretary to Directors	36,590.39	142,340.94
4	3	4			
<u>PARA - PROFESSIONALS</u>					
1	1	1	Paralegal	20,800.00	43,700.85
1	1	1			
<u>PROFESSIONALS</u>					
2	2	2	Administrative Manager	27,193.55	101,816.22
0	0	1	Administrative Officer	20,800.00	52,979.99
1	1	1	Assistant Administrator	20,800.00	56,847.22

DEPARTMENT OF ECONOMIC DEVELOPMENT

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule	
Budget 2012	December 2012	Budget 2013		Minimum	Maximum
1	1	1	Auditor	20,092.80	58,837.68
1	1	1	Office Manager	20,800.00	49,669.98
6	4	7	Project Coordinator	27,325.56	90,294.89
1	1	1	Project Director	22,333.40	80,282.43
12	10	14			
17	14	19	TOTAL FULL TIME		
17	14	19	TOTAL DIVISION		



Restricted Income Tax

RESTRICTED INCOME TAX

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Interfund Subsidies				
Transfer to Other SubClasses	\$ 24,610,834	\$ 25,555,664	\$ 25,926,339	\$ 30,772,054
	\$ 24,610,834	\$ 25,555,664	\$ 25,926,339	\$ 30,772,054
Capital Outlay				
Transfer To Capital Project	\$ 8,142,916	\$ 7,635,229	\$ 3,797,282	\$ 8,039,218
	\$ 8,142,916	\$ 7,635,229	\$ 3,797,282	\$ 8,039,218
Debt Service				
Principal	\$ —	\$ —	\$ 4,798,692	\$ —
Interest	—	319,663	1,077,104	—
	\$ —	\$ 319,663	\$ 5,875,796	\$ —
	\$ 32,753,750	\$ 33,510,556	\$ 35,599,417	\$ 38,811,272

Revenues

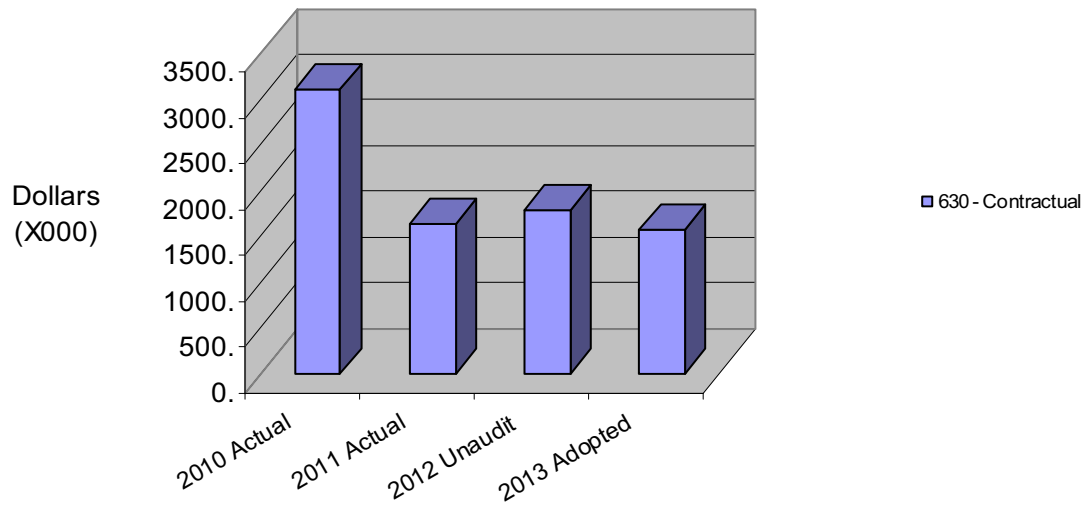
	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Income Tax	\$ 32,919,937	\$ 34,466,324	\$ 36,309,288	\$ 36,328,750
Interest Earnings/Investment Income	39,923	17,299	16,442	15,000
	\$ 32,959,416	\$ 34,483,623	\$ 36,325,730	\$ 36,343,750

COUNTY AUDITOR DEDUCTIONS

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Contractual Services				
Non Productive Land Sales	\$ 31,316	\$ 42,439	\$ 82,792	\$ 100,000
Board Of Election Expense	1,194,529	8,085	343,676	—
County Aud & Treas Coll Fee	1,855,726	1,564,432	1,348,808	1,450,000
Advertising Del Land Sales	27,121	11,270	10,656	10,000
Board Of Tax Appeals	350	303	774	1,000
	\$ 3,109,040	\$ 1,626,530	\$ 1,786,705	\$ 1,561,000
	\$ 3,109,040	\$ 1,626,530	\$ 1,786,705	\$ 1,561,000

County Auditor Deductions Expenditures by Appropriation



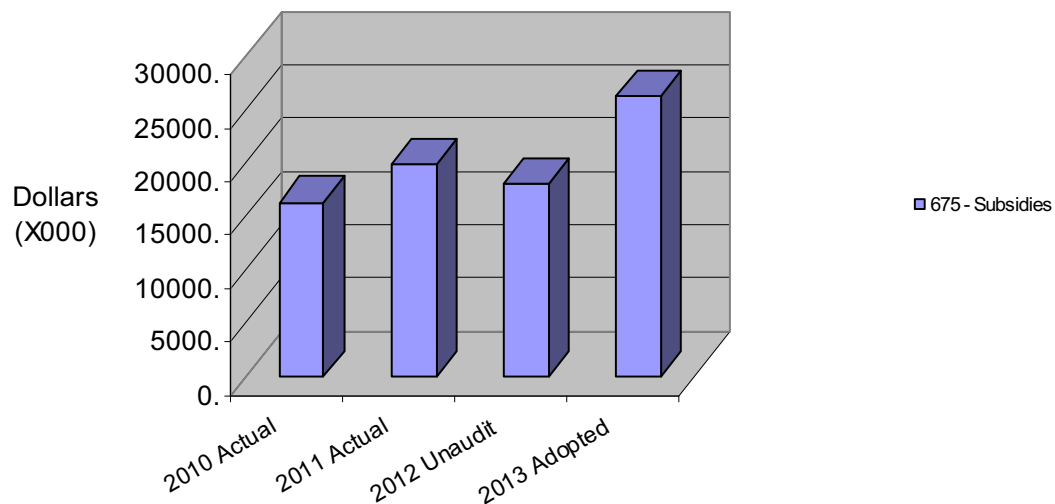


TRANSFERS TO OTHER FUNDS

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Interfund Subsidies				
Transfer To Rainy Day Res Fund	\$ —	\$ —	\$ —	\$ 5,000,000
Transfer To Stadium Fund	502,184	500,000	—	7,250,000
Subsidy To St Construction	3,902,404	6,130,586	5,327,389	6,467,194
Transfer to Other SubClasses	850,000	850,000	1,050,000	—
Transfer To Debt Service Fund	8,311,097	8,247,759	8,082,893	8,336,526
Transfer To Schools Rec Fund	1,000,000	1,000,000	1,000,000	1,000,000
Transfer to IX Center	204,777	190,969	167,103	200,000
Subsidy To Sinking Fund	812,534	839,443	725,917	911,794
Subsidy To Cemetery	314,973	290,352	59,114	209,117
Subsidy to Golf Courses	379,395	518,651	231,969	270,999
Subsidy to Conv Center	—	1,218,684	1,297,038	1,612,426
	\$ 16,277,364	\$ 19,786,444	\$ 17,941,423	\$ 31,258,056
	\$ 16,277,364	\$ 19,786,444	\$ 17,941,423	\$ 31,258,056

Transfer to Other Funds Expenditures by Appropriation



OTHER ADMINISTRATIVE

Expenditures

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Other Training & Professional Dues				
Professional Dues & Subscript	\$ —	\$ 2,380	\$ 26,190	\$ 30,000
Ohio Municipal League	24,125	24,125	23,441	23,441
NOACA	59,693	59,693	59,693	59,693
Mayors & Mgrs Assoc.	15,000	15,000	15,000	15,000
U.S. Conference Of Mayors	17,511	13,765	17,511	17,511
National League Of Cities	22,698	22,698	18,979	18,979
Greater Cleveland Partnership	40,000	40,000	40,000	40,000
	\$ 179,027	\$ 177,661	\$ 200,814	\$ 204,624
Utilities				
Electricity - Cpp	\$ 12,237,216	\$ 12,198,308	\$ 12,123,217	\$ 12,250,000
Electricity - Other	19,489	18,736	16,858	20,000
	\$ 12,256,705	\$ 12,217,044	\$ 12,140,075	\$ 12,270,000
Contractual Services				
Professional Services	\$ 138,144	\$ 153,252	\$ 102,250	\$ 120,000
Court Reporter	—	415	—	—
Advertising And Public Notice	—	—	7,039	—
Appraisal Fees	—	15,150	3,750	—
Insurance And Official Bonds	4,621	4,925	5,964	6,000
Taxes	111,860	144,959	—	—
Other Contractual	177,000	60,787	404,398	450,000
Justice Center-Tower Maint	3,156,500	1,700,567	1,222,766	4,319,422
Bank Service Fees	162,236	161,964	100,901	100,000
	\$ 3,750,360	\$ 2,242,020	\$ 1,847,069	\$ 4,995,422
Claims, Refunds, Maintenance				
Court Costs	\$ 30,425	\$ —	\$ —	\$ —
Judgements, Damages, & Claims	16,004	—	—	—
Other Refunds & Adjustments	—	193,927	—	—
	\$ 46,429	\$ 193,927	\$ —	\$ —
Interdepart Service Charges				
Charges From Radio Comm System	\$ 791	\$ 1,393	\$ 3,942	\$ 2,003
	\$ 791	\$ 1,393	\$ 3,942	\$ 2,003
Debt Service				
Principal	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
	\$ 16,483,311	\$ 15,082,046	\$ 14,441,900	\$ 17,722,049

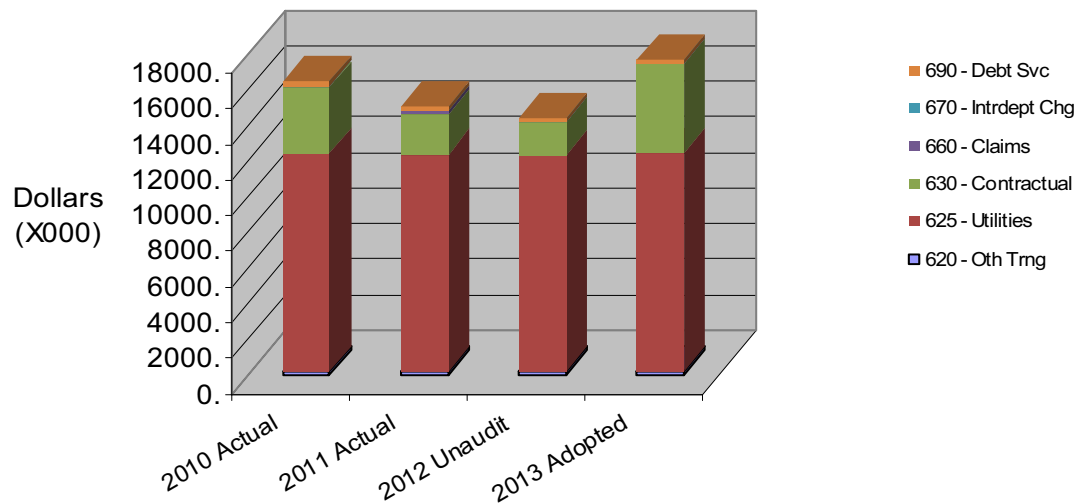


OTHER ADMINISTRATIVE

Revenues

	2010 Actual	2011 Actual	2012 Unaudited	2013 Budget
Charges For Services	\$ 1,803,631	\$ 2,011,679	\$ 2,074,050	\$ 2,015,376
Miscellaneous	9,841,826	7,363,981	7,877,229	7,561,925
Other Shared Revenue	14,773,025	9,027,818	11,629,318	16,865,005
Property Tax	37,638,725	36,152,494	35,998,902	31,910,916
Sale Of City Assets	30,508	98,701	1,791	—
State And Local Gov Fund	47,268,239	47,256,961	34,672,706	28,586,079
Transfers In	17,581,531	4,379,143	15,705,310	1,250,000
Income Tax	263,355,942	275,730,596	290,474,306	290,653,687
Local Taxes	6,174,173	6,154,617	6,000,989	6,000,000
	\$ 398,467,599	\$ 388,176,000	\$ 404,434,599	\$ 384,842,988

Other Administrative Expenditures by Appropriation



Legislative Branch	7,170,178
Judicial Branch	39,453,461
Executive Branch	
General Government	13,240,565
Department of Aging	938,634
Department of Personnel	2,067,412
Department of Law	9,436,026
Department of Finance	14,900,917
Department of Public Health	5,517,038
Department of Public Safety	311,669,856
Department of Public Works	71,234,320
Department of Community Development	295,868
Department of Building and Housing	10,264,960
Department of Economic Development	1,643,646
Nondepartmental	50,541,105
Total Executive Branch	491,750,347
TOTAL GENERAL FUND	538,373,986
Special Revenue Funds	74,701,030
Internal Service Funds	30,188,714
Enterprise Funds	631,240,889
Agency Funds	10,296,065
Debt Service Funds	59,448,206
TOTAL APPROPRIATIONS FOR 2013	<u><u>1,344,248,890</u></u>

GENERAL FUND

LEGISLATIVE BRANCH

Council and Clerk of Council	7,170,178
I Personnel and Related Expenses	5,204,431
II Other Expenses	1,965,747
TOTAL LEGISLATIVE BRANCH	<u><u>7,170,178</u></u>

JUDICIAL BRANCH

Municipal Court - Judicial Division	21,949,347
I Personnel and Related Expenses	19,149,395
II Other Expenses	2,799,952
Municipal Court - Clerk's Division	14,017,593
I Personnel and Related Expenses	8,990,331
II Other Expenses	5,027,262
Municipal Court - Housing Division	3,486,521
I Personnel and Related Expenses	3,338,886



Appropriation Ordinance

II Other Expenses	147,635	
TOTAL JUDICIAL BRANCH		<u>39,453,461</u>
EXECUTIVE BRANCH		
GENERAL GOVERNMENT		
Office of the Mayor		2,586,351
I Personnel and Related Expenses	2,471,041	
II Other Expenses	115,310	
Office of Capital Projects		4,657,978
I Personnel and Related Expenses	4,064,697	
II Other Expenses	593,281	
Landmarks Commission		195,552
I Personnel and Related Expenses	191,246	
II Other Expenses	4,306	
Board of Building Standards and Appeals		130,631
I Personnel and Related Expenses	118,401	
II Other Expenses	12,230	
Board of Zoning Appeals		215,252
I Personnel and Related Expenses	199,876	
II Other Expenses	15,376	
Civil Service Commission		1,334,162
I Personnel and Related Expenses	627,839	
II Other Expenses	706,323	
Community Relations Board		1,233,634
I Personnel and Related Expenses	1,183,005	
II Other Expenses	50,629	
City Planning Commission		1,557,879
I Personnel and Related Expenses	1,475,140	
II Other Expenses	82,739	
Boxing and Wrestling Commission		7,682
I Personnel and Related Expenses	7,682	
Office of Equal Opportunity		506,034
I Personnel and Related Expenses	485,256	
II Other Expenses	20,778	
Office of Budget & Management-Budget Admin.		815,410
I Personnel and Related Expenses	784,702	
II Other Expenses	30,708	
TOTAL GENERAL GOVERNMENT		<u>13,240,565</u>

DEPARTMENT OF AGING

Department of Aging		938,634
I Personnel and Related Expenses	789,879	
II Other Expenses	148,755	

TOTAL DEPARTMENT OF AGING

938,634

DEPARTMENT OF PERSONNEL

Office of Personnel		2,067,412
I Personnel and Related Expenses	1,346,866	
II Other Expenses	720,546	

TOTAL DEPARTMENT OF PERSONNEL

2,067,412

DEPARTMENT OF LAW

Division of Law		9,436,026
I Personnel and Related Expenses	6,705,123	
II Other Expenses	2,730,903	

TOTAL DEPARTMENT OF LAW

9,436,026

DEPARTMENT OF FINANCE

Finance Administration		1,256,137
I Personnel and Related Expenses	966,298	
II Other Expenses	289,839	
Division of Accounts		2,029,878
I Personnel and Related Expenses	1,393,288	
II Other Expenses	636,590	
Division of Assessments and Licenses		4,118,954
I Personnel and Related Expenses	2,464,400	
II Other Expenses	1,654,554	
Division of Treasury		576,026
I Personnel and Related Expenses	481,235	
II Other Expenses	94,791	
Division of Purchases and Supplies		720,226
I Personnel and Related Expenses	678,943	
II Other Expenses	41,283	



Appropriation Ordinance

Bureau of Internal Audit		1,102,127
I Personnel and Related Expenses	546,881	
II Other Expenses	555,246	
Division of Financial Reporting and Control		1,318,218
I Personnel and Related Expenses	1,296,379	
II Other Expenses	21,839	
Information Systems Services		3,779,351
I Personnel and Related Expenses	1,995,120	
II Other Expenses	1,784,231	
TOTAL DEPARTMENT OF FINANCE		<u>14,900,917</u>
DEPARTMENT OF PUBLIC HEALTH		
Public Health Administration		950,470
I Personnel and Related Expenses	616,306	
II Other Expenses	334,164	
Division of Health		3,134,482
I Personnel and Related Expenses	1,875,810	
II Other Expenses	1,258,672	
Division of Environment		1,036,808
I Personnel and Related Expenses	829,110	
II Other Expenses	207,698	
Division of Air Quality		395,278
I Personnel and Related Expenses	114,178	
II Other Expenses	281,100	
TOTAL DEPARTMENT OF PUBLIC HEALTH		<u>5,517,038</u>
DEPARTMENT OF PUBLIC SAFETY		
Public Safety Administration		4,427,833
I Personnel and Related Expenses	3,000,440	
II Other Expenses	1,427,393	
Division of Police		180,738,480
I Personnel and Related Expenses	171,390,342	
II Other Expenses	9,348,138	
Division of Fire		86,982,195
I Personnel and Related Expenses	83,498,900	
II Other Expenses	3,483,295	
Division of Emergency Medical Services		24,289,898
I Personnel and Related Expenses	21,548,323	
II Other Expenses	2,741,575	

Division of Animal Control Services		1,317,167
I Personnel and Related Expenses	960,275	
II Other Expenses	356,892	
Division of Correction		13,914,283
I Personnel and Related Expenses	10,805,764	
II Other Expenses	3,108,519	
TOTAL DEPARTMENT OF PUBLIC SAFETY		<u><u>311,669,856</u></u>

DEPARTMENT OF PUBLIC WORKS

Division of Public Works Administration		3,053,343
I Personnel and Related Expenses	2,850,215	
II Other Expenses	203,128	
Division of Recreation		12,316,663
I Personnel and Related Expenses	8,452,066	
II Other Expenses	3,864,597	
Division of Parking Facilities-On Street		1,228,066
I Personnel and Related Expenses	1,187,226	
II Other Expenses	40,840	
Division of Property Management		12,311,720
I Personnel and Related Expenses	5,790,008	
II Other Expenses	6,521,712	
Division of Park Maintenance and Properties		13,205,325
I Personnel and Related Expenses	8,670,730	
II Other Expenses	4,534,595	
Division of Waste		25,377,513
I Personnel and Related Expenses	14,284,059	
II Other Expenses	11,093,454	
Division of Traffic Engineering		3,741,690
I Personnel and Related Expenses	2,770,516	
II Other Expenses	971,174	
TOTAL DEPARTMENT OF PUBLIC WORKS		<u><u>71,234,320</u></u>

DEPARTMENT OF COMMUNITY DEVELOPMENT

Department of Community Development Director's Office		295,868
I Personnel and Related Expenses	283,303	
II Other Expenses	12,565	
TOTAL DEPARTMENT OF COMMUNITY DEVELOPMENT		<u><u>295,868</u></u>



Appropriation Ordinance

DEPARTMENT OF BUILDING AND HOUSING

Building and Housing Dir Office		2,565,035
I Personnel and Related Expenses	1,664,513	
II Other Expenses	900,522	

Division of Code Enforcement		6,138,649
I Personnel and Related Expenses	5,936,615	
II Other Expenses	202,034	

Division of Construction Permit		1,561,276
I Personnel and Related Expenses	1,544,951	
II Other Expenses	16,325	

TOTAL DEPARTMENT OF BUILDING AND HOUSING		<u>10,264,960</u>
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Economic Development		1,643,646
I Personnel and Related Expenses	1,628,425	
II Other Expenses	15,221	

TOTAL DEPARTMENT OF ECONOMIC DEVELOPMENT		<u>1,643,646</u>
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NONDEPARTMENTAL

County Auditor Deductions		1,561,000
II Other Expenses	1,561,000	

Other Administrative		17,722,049
II Other Expenses	17,722,049	

Transfers to Other Funds		31,258,056
II Other Expenses	31,258,056	

TOTAL NONDEPARTMENTAL		<u>50,541,105</u>
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TOTAL EXECUTIVE BRANCH		<u>491,750,347</u>
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TOTAL GENERAL FUND		<u>538,373,986</u>
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SPECIAL REVENUE FUND

Restricted Income Tax Fund		38,811,272
I Capital	8,039,218	
II Debt Service	30,772,054	

Street Construction, Maintenance & Repair Fund		27,277,758
I Personnel and Related Expenses	15,544,663	
II Other Expenses	11,733,095	

Schools Recreation & Cultural Activities Fund		1,175,000
II Other Expenses	1,175,000	
Division of Convention Center & Stadium-Stadium		7,437,000
II Other Expenses	7,437,000	
TOTAL SPECIAL REVENUE FUNDS		<u>74,701,030</u>

INTERNAL SERVICE FUND

Sinking Fund Commission		1,042,793
I Personnel and Related Expenses	191,292	
II Other Expenses	851,501	
Information Systems Services-Telephone Exchange		6,581,306
I Personnel and Related Expenses	1,336,933	
II Other Expenses	5,244,373	
Division of Motor Vehicle Maintenance		19,637,720
I Personnel and Related Expenses	5,738,353	
II Other Expenses	13,899,367	
Division of Printing and Reproduction		2,333,962
I Personnel and Related Expenses	845,937	
II Other Expenses	1,488,025	
City Storeroom and Central Warehouse		592,933
I Personnel and Related Expenses	129,202	
II Other Expenses	463,731	
TOTAL INTERNAL SERVICE FUNDS		<u>30,188,714</u>

ENTERPRISE FUNDS

DEPARTMENT OF PUBLIC UTILITIES

Utilities Administration		3,311,372
I Personnel and Related Expenses	2,507,041	
II Other Expenses	804,331	
Radio		3,486,364
I Personnel and Related Expenses	562,036	
II Other Expenses	2,924,328	
Division of Fiscal Control		3,759,570
I Personnel and Related Expenses	3,192,298	
II Other Expenses	567,272	



Appropriation Ordinance

Division of Water		261,758,799
I Personnel and Related Expenses	84,338,708	
II Other Expenses	177,420,091	
Division of Water Pollution Control		22,561,000
I Personnel and Related Expenses	11,143,414	
II Other Expenses	11,417,586	
Division of Cleveland Public Power		183,420,000
I Personnel and Related Expenses	30,709,730	
II Other Expenses	152,710,270	
TOTAL DEPARTMENT OF PUBLIC UTILITIES		<u><u>478,297,105</u></u>
DEPARTMENT OF PORT CONTROL		
Divisions of Cleveland Hopkins & Burke Lakefront		
Airports - Operations		139,375,331
I Personnel and Related Expenses	32,850,806	
II Other Expenses	106,524,525	
TOTAL DEPARTMENT OF PORT CONTROL		<u><u>139,375,331</u></u>
DEPARTMENT OF PUBLIC WORKS		
Division of Cemeteries		1,699,711
I Personnel and Related Expenses	1,241,155	
II Other Expenses	458,556	
Golf Course Fund		333,431
I Personnel and Related Expenses	32,136	
II Other Expenses	301,295	
Division of Parking Facilities-Off Street Parking		7,821,979
I Personnel and Related Expenses	1,268,777	
II Other Expenses	6,553,202	
Division of Convention Center		2,538,783
I Personnel and Related Expenses	1,101,478	
II Other Expenses	1,437,305	
Division of Convention Center & Stadium-West Side Market		1,134,549
I Personnel and Related Expenses	432,979	
II Other Expenses	701,570	
Division of Property Management - East Side Market		40,000
II Other Expenses	40,000	
TOTAL DEPARTMENT OF PUBLIC WORKS		<u><u>13,568,453</u></u>

TOTAL ENTERPRISE FUNDS		<u>631,240,889</u>
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AGENCY FUND

Central Collection Agency		10,296,065
I Personnel and Related Expenses	6,553,997	
II Other Expenses	3,742,068	

TOTAL AGENCY FUND		<u>10,296,065</u>
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DEBT SERVICE FUND

Sinking Fund Commission		59,448,206
III Debt Service	59,448,206	

TOTAL DEBT SERVICE FUNDS		<u>59,448,206</u>
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Accrual Accounting - Method of accounting in which liabilities are reported in the year in which they occur regardless of when payment is made and revenue must be reported in the year in which the services are provided.

Agency Funds - Are used to account for assets held by the City as an agent for individuals, private organizations and other governments. The Agency Funds are custodial in nature (assets equal liabilities) and do not have a measurement focus. However, the accrual basis of accounting is used to recognize receivables and payables. The City's more significant Agency Funds are used to account for Municipal Court and income tax collections for other municipalities.

Appropriation - Money authorized by formal legal action (City Council Ordinance) to be used for a specific purpose.

Assessed Value - The dollar value assigned to a property for purposes of measuring applicable taxes. In Cleveland the property tax equates to 35% of the appraised value.

Attrition - The loss of personnel in employment through resignation, retirement, etc.

Bed Tax - A levy imposed by the City Government on hotel stays within its jurisdiction.

Bond - A long-term IOU or promise to pay. It is a promise to repay a specific amount of money (the face amount of the bond) on a particular date (the maturity date). Bond proceeds are primarily used to finance capital projects.

Bond Ratings - A grade given to bonds that indicates the bond issuer's financial strength or it's the ability to pay a bond's principal and interest in a timely fashion. City ratings are from Moody's Investors Service, Standard & Poor's, and Fitch.

Budget - A plan of financial activity for a specified fiscal year indicating all planned revenues and appropriations for the year.

Budget Basis - Method of accounting in which revenues are recorded when received in cash, and expenditures are recorded when paid in cash or encumbered.

CCA - Central Collection Agency

CMSD - Cleveland Metropolitan School District

COC - City of Cleveland

CPI - Consumer Price Index

CRB - Community Relations Board

CSB - Cleveland Small Businesses

CWD - Cleveland Water Department

Capital Improvement Program (CIP) - The City developed a comprehensive 5 year plan which classifies and prioritizes capital projects by function. See page 24 for details.

Capital Outlay - Expenditures which cost more than \$5,000 or have a useful life of at least 5 years. See page 24 for details.

Capital Projects - The construction, rehabilitation or acquisition of fixed assets or permanent improvements.

Carry-Forward Balance - An amount of cash in excess of all financial obligations at the end of a fiscal year and recognized as such at the beginning of the following year.

Cash Basis - Method of accounting in which transactions are recognized only when cash is received or disbursed.

Categorical Grant - Funds given through an agency of the Federal or State government with administrative regulation attached and received after an application and contract. This grant type is aimed at accomplishing a special purpose in a content area or to address a specific target group.

Certificates of Participation (COPS) - A certificate of participation (which looks very much like a bond) represents an undivided interest in the payments made by a public agency pursuant to a lease financing (or an installment purchase agreement).

Community Development Block Grant (CDBG) - United States Department of Housing and Urban Development (HUD) grant that is used to provide decent housing and a suitable living environment, and to expand economic opportunities. This program is targeted principally for persons earning less than the median family income and / or activities that will prevent or eliminate slums and blight.

Comprehensive Annual Financial Report (CAFR) - The report is the annual publication of the City's financial condition at conclusion of the fiscal year. The report is prepared to conform to Generally Accepted Accounting Principles (GAAP) for governmental units and presentation of the financial data in conformity with the Adopted Budget.

Contractual Services - Services provided under a contract subject to obtaining competitive quotations or bids.

DPC - The Department of Port Control

Debt Service - The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

Decertification - The withdrawal of financial obligation.

Defeasance of Debt - A rendering void; the voiding of a contract. Methods / tools by which an outstanding bond issue can be made void, both legally and financially usually accomplished by a refunding transaction.

Department - The highest level of formal organization in the City, headed by a director who has overall responsibility for the performance of a service or work type in all related divisions.

Division - The second level of organization within the City; it is part of a Department and headed by a Commissioner, who administers a set of programs to accomplish specific City services.

EMS - Emergency Medical Service

Economic Indicator - A piece of economic data, usually of macroeconomic scale, that is used by investors to interpret current or future investment possibilities and judge the overall health of an economy. Economic

indicators can potentially be anything the investor chooses, but specific pieces of data released by government and non-profit organizations have become widely followed.

Encumbrance - Commitment of funds related to an as yet imperforate contract for goods or services.

Enterprise Funds - are used to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges.

Expenditure Recovery - The reimbursement of money from one funding source to another in which the reimbursing entity has an interest in the purchase of the goods or services.

Expenditures - Dispensing of available resources for the purpose of accomplishing a specific goal or objective.

FBE - Female Business Enterprises

Fee - A charge to the party who only benefits directly from the City's service, such as individual building permit fees.

Fiscal Year - A twelve month period (January 1 through December 31) at the beginning of which the city implements a new budget based on expected revenues and expenditures, and at the end of which the city determines its financial position and the results of its operations.

Fund - An accounting entity with a self-balancing set of accounts designated for a particular purpose.

Fund Balance - The balance in a fund remaining from all revenues, expenditures and carryover funds that is subject to future appropriation.

GIS - Geographic Information System

General Bond Ordinance - A general obligation bond is a common type of municipal bond that is secured by a state or local government's pledge to use legally available resources, including tax revenues, to repay bond holders. The issuance and sale of all bonds or notes of the City is governed by "PART ONE: ADMINISTRATIVE CODE, TITLE XIII: FISCAL MANAGEMENT, CHAPTER 177 - BONDS AND NOTES" of the City Ordinances.

General Fund - The General Fund is the general operating fund of the City. It is used to account for all financial resources, except those required to be accounted for in another fund.

General Obligation (G.O.) Bond - are backed by the full faith and credit of the City. Such bonds are payable from ad valorem property taxes levied within the limitations provided by law, irrespective of whether such bonds are secured by other receipts of the City in addition to such ad valorem property taxes.

Generally Accepted Accounting Principals (GAAP) - A widely accepted set of rules, conventions, standards, and procedures for reporting financial information, as established by the Financial Accounting Standards Board.

Government Finance Officers Association (GFOA) - a professional association of approximately 17,500 state, provincial, and local government finance officers in the United States and Canada who's purpose is to enhance and promote the professional management of governments for the public benefit by identifying and developing financial policies and best practices and promoting their use through education, training, facilitation of member networking, and leadership.

Grant - A contribution by a government or other organization to support a particular function.

Grant Match - City funds, private funds, or in-kind services required to be contributed or raised by the receiving entity for the purpose of matching funds obtained from Federal and State grant programs.

Inter-fund Subsidies - A grant of money from one fund to another to assist in operations which have been deemed advantageous to the public.

Internal Service Funds - Are used to account for the financing of goods or services provided by one department or division to other departments or divisions or to other governments on a cost-reimbursement basis. The City's most significant Internal Service Funds are used to account for Motor Vehicle Maintenance, Municipal Income Tax Administration and the Worker's Compensation Reserve.

LEED - Leadership in Energy and Environmental Design

LPE - Local Producer Enterprises

MBE - Minority Business Enterprises

Maturity - Refers to the final payment date of a loan or other financial instrument.

Modified Accrual Accounting - A basis of Accounting according to which (1) revenues are recognized in the accounting period in which they become available and measurable and (2) expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for un-matured interest on general long-term debt and certain similar accrued obligations, which should be recognized when due.

OBC - Ohio Building Code

OBM - Office of Budget & Management

ODOT - Ohio Department of Transportation

OEO - Office of Equal Opportunity

Object Code - Identifies the reason for which the appropriation (money) will be spent, i.e. electricity, asphalt, etc.

Operating Budget - Plan of current program expenditures and the proposed means of financing them.

Program - Service performed by division representing the purpose of funds spent.

Property Tax (Ad Valorem) - Ad Valorem is Latin for "according to value". Municipal property owners have their property assessed on a periodic basis by a public tax assessor and assessed value is then used to compute an annual tax, which is levied on the owner.

Proprietary Funds - A set of segregated revenue and expenditure accounts, set up for the purpose of showing net income, financial position, and changes in financial position. Enterprise Fund and the Internal Service Fund are Proprietary Funds.

Receipts - Cash recognized upon collection.



Reserve Fund - The City of Cleveland's current policy is to maintain a General Fund operating reserve of 5 percent of the total General Fund Operating budget.

Restricted Income Tax Fund (RIT) - Revenue legislation for the support of Debt and ongoing General Fund Capital expenses from allocating 1/9 of the General Fund Income Tax for this purpose.

Revenues - Anticipated income.

Revenue Bonds - A revenue bond is a special type of municipal bond distinguished by its guarantee of repayment solely from revenues generated rather than from a tax.

SC2019 - Sustainable Cleveland 2019

SUBE - Sustainable Urban Business Enterprises

Self Generated Revenue - Income generated by means of fees or charges for services rendered by a division.

Sinking Fund Ordinance - A fund set up and accumulated by regular deposits for paying off the principal on a debt or for other specified purposes. The City's Sinking Fund Commission was established by "PART ONE: ADMINISTRATIVE CODE, TITLE XIII: FISCAL MANAGEMENT, CHAPTER 179 - SINKING FUND" of the City Ordinances. The Commission, consisting of the Mayor, the Director of Finance, and the President of the Council, was established pursuant to Section 110 of the Charter of the City of Cleveland to manage and control the Sinking Fund in the manner provided by ordinance and by general law to the extent not provided by ordinance.

Source - Identifies a broad category of origin of receipts i.e., Local Taxes, Licenses and Permits, Sales and Charges for Service.

Special Revenue Funds - are used to account for revenues derived from specific taxes, grants or other restricted revenue sources. The uses and limitations of each Special Revenue Fund is specified by legal, regulatory or administrative provisions. These funds include most major federal and state grants.

Subordinate Income Tax (SIT) - Debt instruments which pledge the full faith and credit of the City as the primary source of repayment. They are generally used for capital projects associated with the provision of basic services

Taxes - Compulsory charges levied by a government to finance services performed for the common benefit of people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

Transfers In - Revenue generated and transferred from other sub funds (i.e., land sales, Rainy Day Fund, Economic Development Funds, etc.)

Turnover - The loss and gain of personnel in employment.

Type - Reflects the detailed source of revenue, i.e., Income Tax, Building Licenses, Permits, Rental of City Property, etc.

Unencumbered Balance - An amount of cash free of financial obligation and available for expense.

User Fees - Charges for services rendered or for goods provided.

Worker Adjustment & Retraining Notification Act (WARN) - The WARN act provides protection to workers, their families and communities by requiring employers to provide notification 60 calendar days in advance of plant closings and mass layoffs. WARN Notices are provided by employers to the Ohio Department of Job and Family Services, Bureau of WIA, Rapid Response Section.

Workforce Investment Act (WIA) - The Workforce Investment Act of 1998 provides a framework to ensure coordination of workforce development activities, under five separate titles: Job Training / Adult Education / Wagner-Peyser / Vocational Rehab / General Provisions. The act also maintains separate funding streams for Adults, Dislocated Workers, and Youths.



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REFERENCE DOCUMENTS

* Current statistical community and consumer data was pulled from a number of sources including the following:

Mayor's 2011 Annual Report

2010 Comprehensive Annual Financial Report

Operations Efficiency Task Force publication

Bureau of Labor Statistics

Department of Commerce

Ohio Labor Market Information; Leading Indicators

Cleveland Convention and Visitor's Bureau

Position Salary Bands taken from updates to Ordinance No. 1537-12, passed November 12, 2012



City of Cleveland

Mission Statement

We are committed to improving the quality of life in the City of Cleveland by strengthening our neighborhoods, delivering superior services, embracing the diversity of our citizens, and making Cleveland a desirable, safe city in which to live, work, raise a family, shop, study, play, and grow old.